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ABSTRACT

Designed for below-average-reading-level students, the purpose of this interview guide is to help young job seekers prepare for the job interview process. The first three chapters explain the nature of the personal job interview, the steps to be followed in preparing for a job interview, and the do's and don't's of the interview itself. The remainder of the guide is comprised of fifteen job interviews, one for each of the occupational clusters defined by the U.S. Office of Education. Interviews are provided for the following job titles: clerk-typist, cannery worker, supermarket clerk, dining room attendant, electronics assembler, fish wholesaler's assistant, hospital attendant, paste-up assistant, paving construction worker, potter's apprentice, forestry worker, dog groomer, hotel bellhop, parking-enforcement officer, and airplane cleaner. Following each interview is a page of exercises. The exercises are designed for students to check their factual comprehension of the reading, analyze what they have read and observed in the interview, and rate the applicant accordingly. A puzzle on each exercise page helps enrich and extend the student's learning. A teacher's manual is appended. (LRA)

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JANUS JOB INTERVIEW GUIDE

REVISED EDITION

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Career Education Materials

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Janus Job Planner
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Introduction

If you look for a job at a corner gas station, a local fish market, an insurance company, or anywhere else — you will have to talk with the person who does the hiring. This talk between you and the hiring person is called a *job interview*.

During a job interview, the person who does the hiring tries to find out if you are right for the job he or she wants to fill. At the same time, you should be trying to find out if the job and the place are right for you.

Getting a good job often depends on doing well in a job interview. If you make a good impression, you may get the job — even if you don't have all the qualifications the employer is looking for. If you make a bad impression, you may *not* get the job — no matter how qualified you are.

This book can help you learn how to make a good impression during a job interview. First, the book explains what takes place. Then it gives you some helpful hints. Next it lets you look in on 15 job interviews. You get a chance to see what the job applicants do right and what they do wrong. Finally, you get a chance to make believe you are a job applicant, so you can practice what you have learned.



What To Expect

Two people talking — one asking questions and the other answering — that is an interview. In the case of a job interview, most of the questions are asked by the person who is doing the hiring. And most of the answers are given by the person who is looking for a job.

Of course, it is not all one-sided. You also get to ask some questions. After all, you want to know something about the employer and about the job.

But for the most part, the interviewer runs the show. Because he or she has something you want — a job. So you have to answer the interviewer's questions. But he or she does not have to answer yours.

You have to try to please the interviewer by the way you look, act, and talk. But the interviewer does not have to try to please you.

You must make the interviewer believe that you are the best possible person for the job. But the interviewer does not have to sell you on taking the job.

Of course, if you have some special skill that the employer needs badly, then the whole picture changes. It also changes for jobs no one else wants. But most interviews are not like that.

Where and Who

The job interview usually takes place in the office of the interviewer. But it may take place in an employment agency. Or it may happen on the job. The interviewer may see you in the store, factory, or other place where he or she works.

The person who interviews you for a job may be the owner of the business. This is often true when the company is small or where the employer is a doctor or dentist or similar professional person.

In larger companies, you may be interviewed by the person for whom you would be working. But in many large companies, interviewing is a special job. It is done by people who specialize in matching people to jobs.



Large companies have special interviewers.



In a small business, you may be interviewed by the owner.

Often, if you don't impress these special interviewers, you don't get the job. If you do impress them, you may get the job or you may be passed on to someone else for another interview. Sometimes, this other interview is with the person for whom you would be working.

Most employers are very careful about filling a job. They want the best person they can find. So be prepared. Follow the hints given in the next chapter.

Being Prepared

1. Be sure to bring with you:
 - An information card with all the information you will need to fill out a job application — such as date of birth, social security number, names of references, etc.
 - Your own pen. You may need it to fill in forms.
 - Any special documents you may need — such as licenses, diplomas, certificates, and work permits.
 - A list of questions that you would like answers to. The questions might be about salary, benefits, working conditions or other things about the job that concern you.

Practice, if you think you may have to show what you can do.



- The name and title of the person whom you are supposed to see (if you made an appointment in advance).
2. Prepare for any tests you may have to take.
 - Practice typing if you are going for a typing job.
 - Go over your arithmetic if you are going for a job that requires handling money or using figures and measurements.
 - Get in shape or take any training you may need if you have to pass a test of physical strength or ability.
 - Practice taking tests so the real thing won't shake you. Remember, half the battle in any test is keeping your cool.

Before you go for an interview, write down names, dates and places that are hard to remember.

PERSONAL DATA

Name _____
Last First Middle

Address _____
No. & Street _____ City _____ State _____ Zip _____

Telephone _____ Ht. _____ Wt. _____

Age _____ Social Security no. _____

Birth date _____ Birthplace _____

Driver's license no. _____

High school _____ From _____ To _____
Mo/Yr _____ Mo/Yr _____

Address _____

PERSONAL REFERENCES

1. Name _____ Occupation _____

Address _____ Tel. _____

2. Name _____ Occupation _____

Address _____ Tel. _____

3. Make sure you can get to the interview on time, and that you have a way to get there.

- Get a schedule, if you are going to be using public transportation.

- If you are driving, make sure you know the way. Check a map. If someone else will be doing the driving, make sure they know the way. And make sure they will be able to wait for you!

- If you have to be at the place of the interview at a special time, make a dry run to see how long the trip will take.

4. Find out all you can about the job and the employer. This will help you to know what questions to ask and to better understand the answers you get. It will also show the interviewer that you really are interested in the job. You might want to know:

- what the employer makes or does,

- how long the company has been in business,

- how many employees work there,

- how well the business is doing, and

- how the chances are for moving up on the job.

5. Know how much money you have to earn before you go for the interview. Then you will know if the salary being offered will be enough for you.

6. Look your best.

- Take a bath or shower.

- Wash your hair.

- Brush your teeth.

- Men should shave. (Don't use strong after-shave lotions.)

- Women should be careful not to use too much perfume or makeup.

- Get a good night's sleep so you will look fresh and rested.



Be sure you get the right name and address from an ad or elsewhere.

7. Dress properly for the interview.
 - Dress simply. Stay away from far-out styles. Don't wear a lot of jewelry.
 - For office jobs and most public-contact jobs dress the way most office workers do. Men wear clean shirts and slacks and perhaps a jacket and tie. Women wear dresses or skirts and blouses.
 - For jobs that call for working clothes, and where you might be asked to start work right away, wear work clothes to the interview.
 - Whatever you wear, make sure your clothes are clean and neat and suitable for the place where the interview is to take place.
8. Think about your social needs.
 - Do you want to work in a place where there are lots of other young people?
 - Must you have your nights and weekends free?
 - Would you mind commuting?
 - Would you mind working downtown? in a factory district? in a quiet place? etc.
9. Make sure you have the right attitude. Keep in mind all your good points. Be prepared to talk about them. Remember, if you don't think well of yourself you can't expect others to think well of you. But don't get carried away! You may be the greatest thing to come along since ice cream, but it is bad manners to show you think so.
10. If you have an appointment and must travel a long way to get there, call the day before to make sure the person you are supposed to see will be there to see you.



Look clean, neat, alert, and nicely dressed.

Minding Your Manners

The skills that you need for job interviews are many. And they may change a little from one interview to another. But many of these skills are no more than **good manners** and **good sense**. They are really things that you should practice all the time — if you respect yourself and others.

1. Be on time for the interview. Get there five or ten minutes ahead of time. Give yourself a chance to get yourself together.
2. Don't get there *too* early. Waiting might make you more and more nervous. Your attitude could change. If you are early, ask for the rest room. Go there and freshen up your appearance.
3. If you come with a friend, the friend should wait outside the building. Only children need someone with them all the time. And the employer is not going to give a job to a child. Show that you are old enough to do things on your own.
4. Be on your best behavior from the moment you walk in the door. The receptionist to whom you speak may take part in the interview process. She may be asked what she thinks of you after you leave. Some of the other employees may be looking you over too. Be friendly. But not *too* friendly.
5. Take a close look around you. Try to get some idea of the way the employer treats the employees. Is this the kind of place you would like to work in? Perhaps you would be working in another part of the building, or in another building. Later, if the interview goes well, ask if you can see where you would be working. Give that the once-over too.



Be polite to everyone from the time you enter until the time you leave.

6. If you have been smoking or eating before the interview, chew a breath freshener before going in.
7. If you are taking a test or filling out an application form, make sure you understand what you are supposed to do. Politely ask the person in charge to explain anything you don't understand. Don't try to get help from the other job applicants. And don't get angry, wet-eyed, or nervous. Remember, you have prepared yourself for this. Just do your best.
8. When you meet the interviewer, smile and be friendly. Walk and stand straight, with your head up. A man should not put out his hand to shake until the interviewer offers his or hers. If you are a woman, you should offer to shake hands first if the interviewer is a man. When you shake hands, be firm. But be careful. Don't try to show how strong you are.
9. Speak in a clear strong voice. Do not use street talk. Take your time. And try to

Women should offer their hand first if the interviewer is a man.



watch your grammar and your use of words. How you speak is usually more important for office work than for other kinds of work. But speaking well always makes a good impression on an interviewer.

10. Look straight at the interviewer as much as possible. Don't fidget or move around the room. Wait until the interviewer asks you to sit down before you take a seat. When you do sit down, sit up straight with both feet on the floor. Keep your legs together. In other words, be comfortable but don't slouch.
11. Don't chew gum and don't smoke.
12. Listen carefully to what the interviewer has to say. Don't break in while he or she is talking. Answer questions as fully as you can. Give more than a one-word answer when necessary, but don't go on telling more than the question asked for.

If you think the question has nothing to do with how good you are for the job, you may politely refuse to answer it. Or you might say, "I do not think that question is fair, but here is my answer." The point is — try not to be rude.

13. If you have things on your application form which should be explained, do it right away. This is important in such matters as an arrest record or bad health. In fact, it is better to write "to be explained" on your application than to fill in such information.
14. Don't try to control the interview. Except for explaining important problems not treated on your application form, let the interviewer direct the interview. Wait until he or she asks if you have any questions. Then you can bring up anything that has not been covered.
15. Don't bring up personal, family, or money problems. They are not going to



Sit straight, listen carefully, and look at the interviewer.



If the interview goes well, ask to see where you will be working.

make the interviewer feel sorry for you and give you a job. In fact, telling about your problems usually turns the interviewer off.

16. Show yourself to be reasonable. Say that you are willing to start low and work yourself up as you learn the job. Don't tell the interviewer that you must have this or that or else you won't take the job. The interviewer is wondering how you would get along with other employees. Being reasonable during the interview is a good sign that you can get along with people.
17. Don't try to get too friendly with the interviewers. Never call them by their first names, even if they use your first name.
18. Remember that the last impression may be as important as the first impression. So close the interview well. Usually the interviewer will signal when it is time for you to go. He or she may stand up and thank you for coming in.

If you are sure you don't want the job,

let the interviewer know it before you leave. You can say why, too, if you like. But if you are still interested in the job, tell the interviewer so.

If you are in the running for it, the interviewer may tell you. But chances are there are other applicants to be interviewed. And perhaps someone will be following up the answers you gave on your application form. So don't expect to learn if you have the job for several days, or even weeks.

19. Thank the interviewer for seeing you. Shake hands the same way as you did at the beginning of the interview. Then leave, walking out as straight as you entered.
20. If you are interested in the job, write or call the interviewer. Keep the call or letter short and simple. Just thank the interviewer again for giving you an interview. Say once again that you are interested in the job. And add anything else that might help you get the job.

TEN POINTS TO REMEMBER

1. Decide what you will need and be sure to bring it.
2. Look clean and neat.
3. Be on time.
4. Be friendly and cheerful.
5. Do not smoke or chew gum.
6. Look at the interviewer and listen carefully.
7. Try to answer questions fully, in a clear, strong voice.
8. Let the interviewer know why you think you would be good for the job.
9. Ask questions about any important things the interviewer did not talk about.
10. Thank the interviewer for seeing you.

A follow-up call may just help you get the job.



Directions

Reading the Interviews

1. Carefully read the first page. Learn all you can about the applicant and the job.
2. Turn to the interview. Study the pictures first. Look to see how the applicant is dressed. Study his or her posture and eye-and-body control.
3. Read the dialogue. You might read it silently. Or two people might act it out.
4. Turn to the exercise page. Answer the questions in the Memory Check. Fill in the Interview Rating Form and the questions under Decision Time. Then have some fun doing the Puzzler.

Rating the Applicant

1. Write in the number of points you think the applicant deserves for each item on the rating form. (See the sample at right.)
2. Add up the numbers to get an overall rating.
3. Check the word or words that best describe the applicant's chances for getting the job.
 - *Grooming* — Does the applicant look neat and clean?
 - *Clothes* — Are the applicant's clothes suitable for the interview?
 - *Posture* — Does the applicant stand and sit straight, without slouching?
 - *Manners* — Is the applicant polite?
 - *Language* — Is the applicant's way of speaking suitable for the interview?
 - *Eye and Body Control* — Does the applicant sit still and look straight at the interviewer during most of the interview?

- *Attitude* — Does the applicant seem to think well of himself or herself, without being a bragger?
- *Personality* — Is the applicant cheerful and friendly?
- *Interview Skills* — Does the applicant listen carefully and answer all questions fully? Does he or she ask important questions?
- *Motivation* — Does the applicant seem to really want the job?
- *Preparation* — Did the applicant prepare well for the interview?
- *Qualifications* — Does the applicant seem to have the skills, training, and background needed for the job?
- *Potential* — If hired, do you think this person would do well on the job?

SAMPLE

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming	10	181-195
Clothes	10	VERY GOOD
Posture	15	
Manners	10	
Language	10	
Eye and Body Control	15	131-180
Attitude	15	GOOD
Personality	15	
Interview Skills	10	
Motivation	15	
Preparation	10	66-130
Qualifications	5	FAIR
Potential	10	
TOTAL	150	

INTERVIEW ONE

Clerk-typist

Catherine Morales has been living in Bigtown only two weeks. She is from a small town in another part of the state. She came to Bigtown with two of her friends soon after she graduated from high school. The other girls got jobs with a large bank downtown.

Catherine is looking for work through an employment agency. She has already been sent out on several job interviews. But so far she has not been able to get a job.

Today, Catherine has an appointment for an interview at the Ace Plumbing Supplies Company. The woman at the employment agency said that this office was "not far from downtown." She said that the boss was "a dream." She acted as though she was too busy to answer Catherine's questions. But she told Catherine that she would be "perfect for the job."

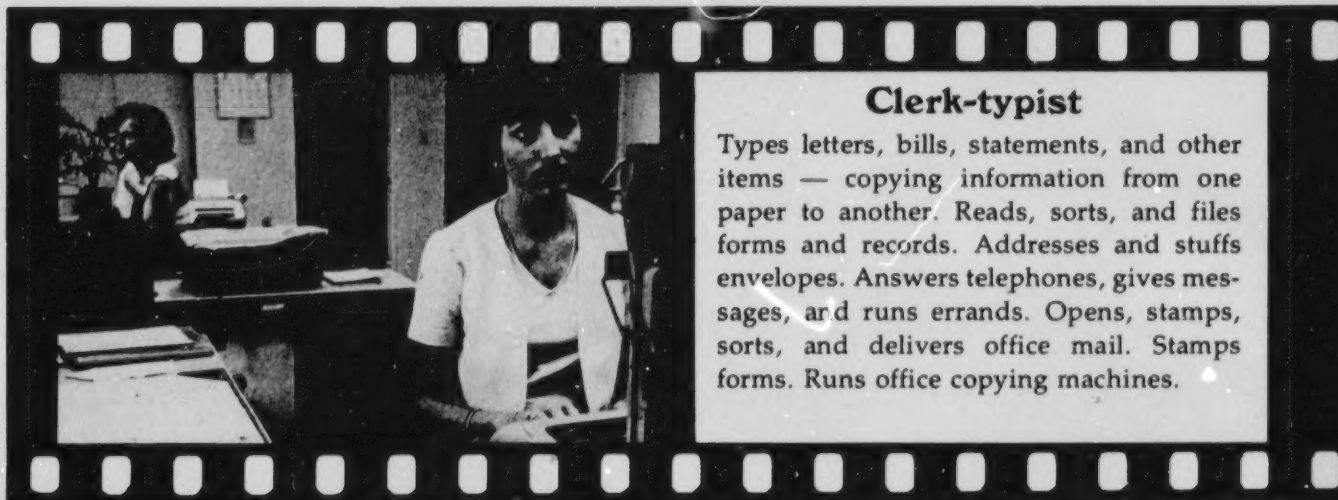
Catherine was surprised to discover that the Ace Plumbing Supplies Company is in an old, run-down part of town. It is not too far from downtown. But it is too far to walk.

Catherine is nervous. But she is trying not to show it. She is hoping that she does not have to take a typing test. The employment



agency tested her at 50 words a minute. But Catherine knows that her typing is not that good.

Catherine has just entered the Ace Plumbing Supplies Company office. She is to be interviewed by Mr. Hervey, the owner.



Clerk-typist

Types letters, bills, statements, and other items — copying information from one paper to another. Reads, sorts, and files forms and records. Addresses and stuffs envelopes. Answers telephones, gives messages, and runs errands. Opens, stamps, sorts, and delivers office mail. Stamps forms. Runs office copying machines.

Catherine & Mr. Hervey

MR. HERVEY: Are you the girl from the Perfect Match Agency?

CATHERINE: Yes, I am. Are you Mr. Hervey? I'm supposed to have an interview with a Mr. Hervey. I'm Catherine Morales.

MR. HERVEY: I'm Mr. Hervey. They told me you would be here at 11:30. It's 12:15 now. I'm missing my lunch.

CATHERINE: Oh! I'm sorry. I didn't know it was so late. But I had to take two buses and I —

MR. HERVEY: Have a seat, Miss . . .



CATHERINE: Morales. Catherine Morales. How much time do people get for lunch here?

MR. HERVEY: They get 45 minutes. But we can talk about that later. Did the agency tell you about the job?

CATHERINE: Not very much. Does it involve shorthand? I can't take shorthand.

MR. HERVEY: No. There is no shorthand. All we need is a general clerk — a clerk-typist. You can type, can't you? You should be able to type at least 50 words a minute.



CATHERINE: Oh? Well the agency tested me at 50 today. But I was nervous. I used to type 60 words a minute in school.

MR. HERVEY: We need a girl to type out our bills and things like that. Help me and the bookkeeper and the salesmen.

CATHERINE: I'm sorry. I didn't hear you. What did you say about salesmen? What do you sell here?

MR. HERVEY: This is a plumbing supplies company. We sell mostly to construction companies and owners of buildings.

CATHERINE: That sounds interesting.

MR. HERVEY: Have you lived in Bigtown for very long?

CATHERINE: No. I just came here from Northland. I'm living with two girl friends. They both got great jobs downtown with a bank. They are working in a really beautiful office.

MR. HERVEY: I suppose this place is not very exciting for a young girl to work in. You would probably be happier in an office downtown. A place with lots of other young people.

CATHERINE: Oh, I don't mind.

MR. HERVEY: The agency woman said that you have not had any office experience. Do you think you could handle our files?



CATHERINE: I was wondering about the salary. The agency woman said it was only \$450 a month. Do you give a raise after a while?

MR. HERVEY: That depends, Miss Morales. That depends. The starting salary is \$450. And we pay the agency fee.

CATHERINE: Oh! I know you pay the fee! I would never pay to get a job. I told her to only send me places that paid the fee. All the places I've been to have been fee-paid.

MR. HERVEY: Well, that's nice. I guess you have gone to a lot of places. . . . So, Miss Morales . . . If you have no more questions . . .

CATHERINE: I don't think so. Is there a ladies room here?

MR. HERVEY: Yes, there is. If you want to use it . . .

CATHERINE: No. I don't. Maybe I should take a look at it though. No, that's all right.

MR. HERVEY: Thank you for coming in, Miss Morales.

CATHERINE: You're welcome. You know, this is not such a bad place after all. I think I would like to work here. But the salary is . . . Suppose I call you back in a few days to let you know how I feel about it?

MR. HERVEY: That won't be necessary. Just tell the woman at the Perfect Match Agency. Good-by now.

CATHERINE: All right. Good-by.



THINK TANK

Memory Check

Circle the T if true.

Circle the F if false.

1. Catherine had lots of jobs to choose from. T F
2. A friend of hers told her about the job at Ace. T F
3. Catherine was late for the interview. T F
4. She listened carefully to everything Mr. Hervey said. T F
5. Catherine always looked directly at Mr. Hervey. T F
6. She was always polite to Mr. Hervey. T F
7. Ace Plumbing Supplies pays the employment agency's fee. T F
8. Clerk-typists often do other work besides typing. T F

Decision Time

Fill in the rating form. Then answer the questions below.

1. What did Catherine do right?

2. What did Catherine do wrong?

3. If you were Mr. Hervey, would you hire Catherine?

☐ Yes

☐ No

Puzzler

Fill in the missing ink in the words below. Add one straight line or curve to each letter. The finished words will tell eight things that clerk-typists should do well.

Clues

1. Decode print
2. What a typist does
3. Separate by size, color, etc.
4. To put away letters, forms, etc.
5. Repeat something that has already been done.
6. What you do when people call
7. Doing what you have been told to do.
8. Fit in with the crowd.

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		151-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		
Personality		
Interview Skills		
Motivation		0-65
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Missing Ink

1. P E A D
2. T Y P E
3. S C R I
4. F I L E
5. C O P Y
6. A N S W E R T F I E P I I O I I C S
7. F O L L O W I N S T R U C T I O N S
8. G E T A L O N G W I T H T H E C R O W D

INTERVIEW TWO

Cannery Worker

Fred Walker lives in Centerville, a small city in the Great Valley. The valley is one of the richest farm areas in the country. But farming is now a big business run by big companies. So many machines are used on farms that there are few jobs to be had in farming. Young people in the valley must now look for work in the valley's small cities and towns. Almost all of these jobs have something to do with agriculture. If people can't find jobs they like, they usually move to Bigtown.

Fred wants to stay in the valley. But he has finished high school and he needs a job. He has experience working on farms. His father used to own one. So Fred has decided to get a job where he can put his experience to some use. He is trying to get a job with a food processor.

There are seven large food processors in the Great Valley. They are canners of fruits and vegetables and packagers of frozen foods. Fred has written letters to all of them. He has told them of his school and work experience. He has told them that he is willing to take any beginning job.

After two weeks, Fred has gotten letters of



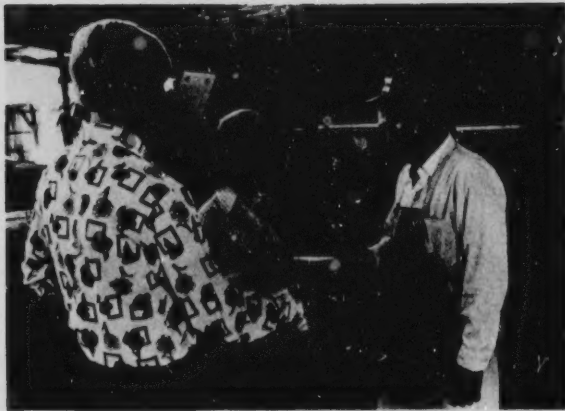
reply from each of the seven food processing companies. Two of them have asked him to call for an interview. The first company he called, a cannery, has given him an appointment for a job interview. Right now, Fred is meeting Larry Tonaka, the plant foreman of Delicacy Food Products.

Cannery Worker

Places food products on conveyors. Sorts products by size, color, quality. Feeds processing machines. Trims, peels, or slices products. Cleans glass containers if used. Feeds containers to conveyors. Fills containers. Counts filled containers. Inspects and weighs them. Puts them in boxes. Moves boxes to storage or shipping areas.



Fred and Mr. Tonaka



SECRETARY: Mr. Tonaka, this is Fred Walker. *(She leaves.)*

FRED: How do you do, sir.

MR. TONAKA: Hello, Fred. Just give me a minute to go over your application form. *(He studies the form.)* I see that you worked for Brightday Packers. What did you do with them?

FRED: I was with the field crew. We boxed vegetables. Last summer I was assistant crew chief.

MR. TONAKA: Did you have a good record with Brightday? Were you off sick much?

FRED: No, sir. Last summer I missed only three days all summer. That was when I got my hand caught in the box banding machine.

MR. TONAKA: You caught your hand? How is it now?

FRED: Oh, it's fine now, Mr. Tonaka. See? It's just the little finger on my left hand. I can't move it as much. But it's no problem.

MR. TONAKA: Tell me about yourself, Fred.

FRED: Well, Mr. Tonaka, there is not much to tell. I graduated from Centerville High last month. I live with my father and my brothers and sister. Dad used to have a farm out by Hogan's creek. He sold it to the Great Valley Land Company. I was 15 then. My father has a dry cleaning store here in town now. There is not enough work in the store for all of us. And I want to stay here in the valley, so —

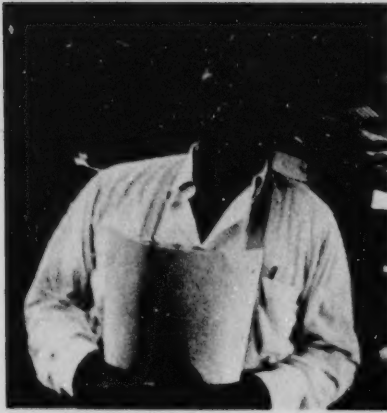
MR. TONAKA: Is there any special reason you want to work for Delicacy Food Products?

FRED: Well, I heard this is a good place to work. I think that jobs with canneries are the best-paying jobs in the valley. I guess it's just that I want to get a good job. I don't know much about the work though. I —

MR. TONAKA: Come along with me, Fred. I'll show you what the production line looks like. *(He takes Fred on a tour.)*

MR. TONAKA: These people are sorting. Ever see a cannery production line before?





FRED: No, sir.

MR. TONAKA: Think you would like to do this kind of work?

FRED: Yes, sir. I think so.

MR. TONAKA: You know, during harvests we often have to work overtime. Would you be willing to work nights, maybe weekends?

FRED: Yes, sir. I know how important it is with some crops to get them processed right away. We worked into the night many times when I was with Brightday. And I have worked on farms all my life.

MR. TONAKA: A lot of the work here involves moving and lifting heavy things. Do you think you could handle that?

FRED: Sure I could, Mr. Tonaka! I learned how to handle heavy loads when I worked for Brightday.

MR. TONAKA: Well all right, Fred. I think we are going to hire another person next week. The job pays \$3.25 an hour. It's on the production line. There is a 40-hour week, with time-and-a-half for overtime. . . . I'll have to check out your application form. I'll let you know one way or the other by the end of this week. How is that?

FRED: That sounds fine to me. Thank you, sir. Good-by.



THINK TANK

Memory Check

Circle the correct words.

- Fred got in touch with seven food companies by:
 - telephone
 - letter
 - telegram
- Delicacy Food Products:
 - packs meat
 - mills flour
 - cans fruit
- Two things that workers in a cannery may do are:
 - sort and peel
 - sift and stir
 - plow and weed
- At Brightday Packers, Fred:
 - sliced peaches
 - boxed vegetables
 - trimmed fruit

Decision Time

Fill in the rating form. Then answer the questions below.

- What did Fred do right?

- What did Fred do wrong?

- If you were Mr. Tonaka, would you hire Fred?

☐ Yes

☐ No

Puzzler

Across

- To find out how many
- Black stuff from a fire
- Where Fred wants to work
- What you do to a banana
- I don't feel ___ good.
- Type of bean
- This ___ that
- People who work
- Go with me ___ the store.

Down

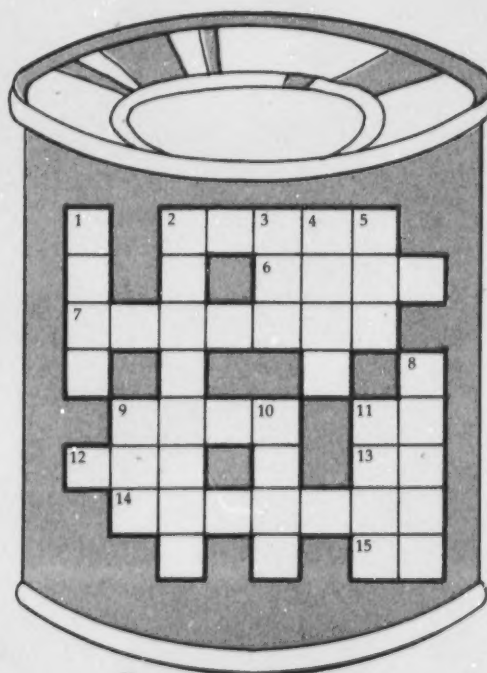
- What fruit pickers do
- Carries things
- ___ your common sense.
- Short for Norman
- Child's plaything
- Trunk of human body
- Prisoner of War (Abbr.)
- To be fond of
- To separate things

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		
Personality		
Interview Skills		
Motivation		0-65
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Cannery Crossword



INTERVIEW THREE

Supermarket Clerk

José Estevez read this ad in the help-wanted section of the morning newspaper.

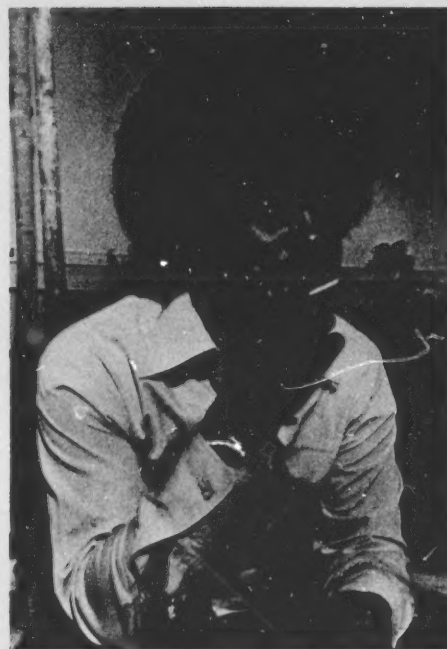
SUPERMARKET CLERKS

Clerks are now being hired for our new store opening June 25 in the Oldtrees Shopping Mall. Must be over 18 and willing to work nights and weekends. Telephone 432-1900.

SUREWAY STORES, INC.

José is 20 years old. He has been out of school for two years. He has had two jobs during that time. He is married and has a son nine months old. His wife, Renee, works as a waitress. They live with his wife's family in Bigtown. José has been looking for a job for three months.

José would like to work in a supermarket. He has never worked in a store. But the ad said nothing about experience. He called the number in the ad just after nine the next morning. The line was busy. But he kept trying. It was not until almost ten that he got through to Sureway Stores. Then he talked to a woman in the personnel department. She took his name and address. She said she would send him a job application form in the mail.



José got the application form in the mail two days later. He completed it and sent it back that day. A week later, he got a letter from Sureway Stores. They asked him to come in for an interview. He was to come to the Personnel Department, 811 Brannigan Street, at 2 PM on April 29, to see Mr. Higgins.



Supermarket Clerk

Marks prices on grocery items, stocks shelves, and bags groceries. Returns shopping carts to cart stations, keeps floors clean, takes bottles to storeroom, and unloads delivery trucks. May load customers' cars, make home deliveries, and clean store after closing. May prepare, bag, weigh, and mark prices on fresh fruits and vegetables.

José and Mr. Higgins



MS. TAYLOR: Are you here to see Mr. Higgins?

JOSÉ: Yes, I got a letter telling me to come in for an interview at two.

MS. TAYLOR: Oh. You must be Mr. . . . Estevez. But it's only ten after one.

JOSÉ: That's right. Am I too early? You want me to come back later?

MS. TAYLOR: No. That's all right. Please take a seat over there with the others. I'll call you when Mr. Higgins is ready. *(José sits with others waiting to see Mr. Higgins. He chats with them. Finally he is called.)*

MS. TAYLOR: Mr. Estevez. You can go in now.

MR. HIGGINS: How do you do, Mr. Estevez. I'm George Higgins. Please take a seat inside.

JOSÉ: Nice to meet you. Thank you. *(Mr. Higgins takes a few moments to read José's form.)*

MR. HIGGINS: I see that you graduated from East Bigtown High School.

JOSÉ: Yes. But I didn't do too good in school. I wanted to leave school and go to work. But my mother wanted me to graduate. So I stayed on.

MR. HIGGINS: I see. Then I don't suppose you plan to go back to school again.

JOSÉ: Who, me? No. What good would that do me? I'm married and got a kid. I need a job. I need a job real bad, you see?

MR. HIGGINS: Yes, I understand, Mr. Estevez. According to your application form, you have had two jobs since you graduated from high school. Tell me about them.

JOSÉ: Well, there is not much to tell. They were no good. Not for me. On the first one, I didn't get along too well with the boss. That was in the laundry. He was always complaining. I was late for work. But I couldn't help that. I had an old car. It kept breaking down. I had a long way to go.

MR. HIGGINS: You were late a lot then?

JOSÉ: Yes, but it was not my fault! And he was always pushing me too hard. You know what I think? I think he always wanted to fire me.





MR. HIGGINS: Then you were fired for being late?

JOSÉ: Oh no! I quit that job. I was not making enough money. You can call them and see. Oh, no. They didn't fire me.

MR. HIGGINS: How about the job with Aunt Polly's Jams and Jellies? You were there almost a year. What happened?

JOSÉ: Well . . . it was the people there, the old women. I didn't get along with them.

They didn't like me. Always giving me a hard time, talking about me to the foreman . . . But the money was not bad, \$3.25 an hour. What are you paying here?

MR. HIGGINS: The starting salary is \$2.95 an hour.

JOSÉ: I guess I could get by on that. You see, my wife Renee, she works too. Maybe she can get a job in that Oldtrees place. They must have restaurants there. Then I could get a car and we could drive to work together.

MR. HIGGINS: Don't you have a car now? The Oldtrees Shopping Mall is in a new suburb, Woodsmont. Public transportation is very poor. I don't think there is a night bus back to Bigtown. And this is a night job we are talking about.

JOSÉ: Oh, don't worry. I'll find some way. Maybe I can meet someone who goes the same way. Later, I'll get a car. I really need this job bad, you know. I got a little kid, a boy, Geraldo. You want to see his picture?



THINK TANK

Memory Check

Fill in the right word or words to complete each sentence.

- José found out about the job at Sureway from a _____.
- A week after José sent in his application form, he got a _____ from Sureway.
- José was 50 minutes _____ for his interview.
- José didn't get along with his _____ on his first job or with the _____ on his second job.
- Mr. Higgins wants somebody to work at _____.
- The pay would be _____ an hour.

Decision Time

Fill in the rating form. Then answer the questions below.

- What did José do right?

- What did José do wrong?

- If you were Mr. Higgins would you hire José?

☐ Yes ☐ No

Puzzler

Supermarket clerks should be good with numbers. Check out your skills with the problems below. Use the space at the bottom to do your arithmetic.

- If José got the job, he would earn \$2.95 an hour. His last job paid \$3.25. How much less would he earn?

Answer: _____

- If José worked 40 hours a week at \$2.95 an hour, how much would he earn per week?

Answer: _____

- How much would that be per year?

Answer: _____

- If José's wife earned the same amount per year, how much would they earn together?

Answer: _____

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		0-65
Personality		POOR
Interview Skills		
Motivation		
Preparation		
Qualifications		
Potential		
TOTAL		

Job Pay Arithmetic

$$\begin{array}{r} 1. \$3.25 \\ - 2.95 \\ \hline \end{array}$$

$$\begin{array}{r} 2. \$2.95 \\ \times 40 \\ \hline \end{array}$$

$$\begin{array}{r} 3. \$ \\ \times 52 \\ \hline \end{array}$$

$$\begin{array}{r} 4. \$ \\ + \\ \hline \end{array}$$

INTERVIEW FOUR

Diningroom Attendant

Alan "Chip" Cohen graduated from high school a month ago. He wanted to join the Air Force. But he could not get in. He didn't know what kind of work he wanted to do. So he just called in about jobs he saw in the newspaper help-wanted ads. He was not having any luck.

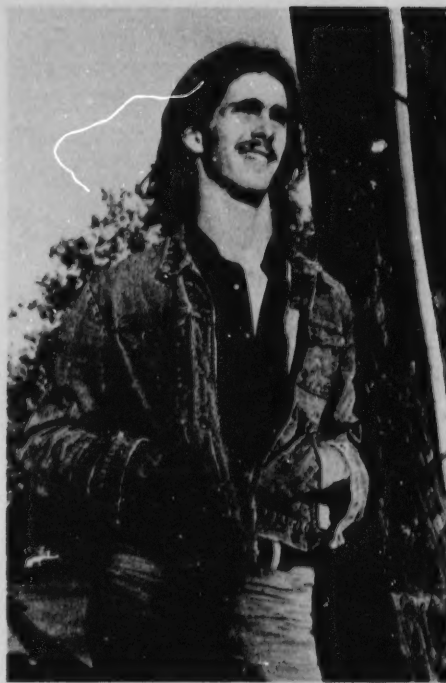
One day, Chip's aunt told him he should try the State Employment Office. Chip went to the office and found it very busy. A counselor told him that all of the jobs they had could be found on the bulletin board. She told him to tell her if he saw anything he wanted.

Chip read all the job notices on the board. This is the only one that interested him.

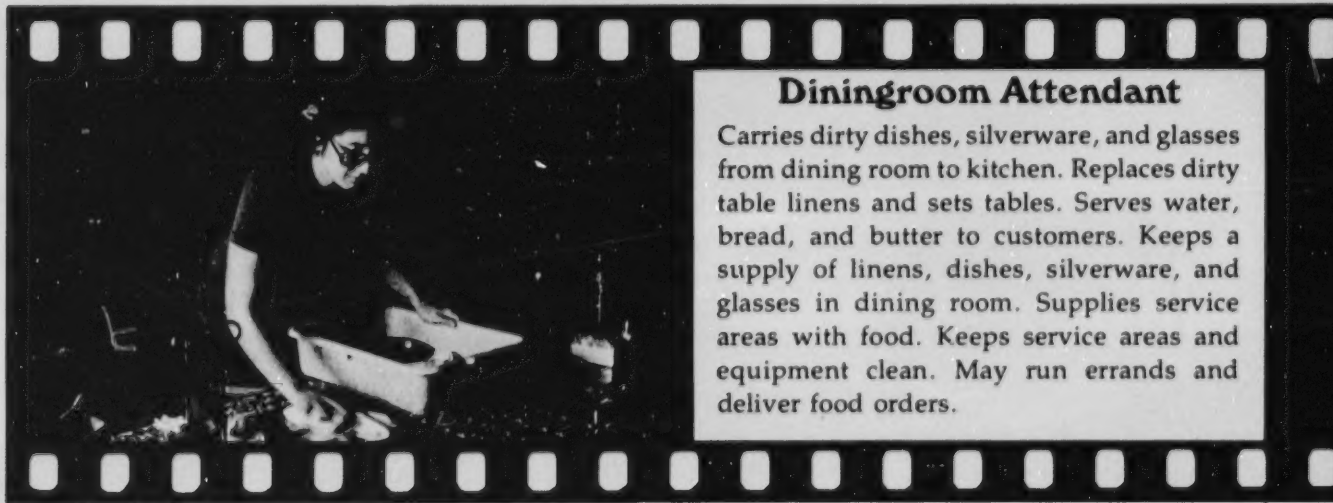
DINING ROOM ATTENDANT

Clean off tables in restaurant. Over 18, good health, clean-cut appearance. 40-hour week. \$2.50 an hour and tips. No experience necessary.

The counselor called the employer. She told him about Chip. The employer said he was interested in meeting Chip. So, an interview was scheduled. The counselor gave Chip a



piece of paper. On the paper was written the time, 3:30 PM, that Chip was to see Mr. Griffin, the owner of the Hickory Shack Restaurant. The paper also gave the address of the restaurant, the name of the job, the hours, and the salary. Chip is being interviewed now.



Diningroom Attendant

Carries dirty dishes, silverware, and glasses from dining room to kitchen. Replaces dirty table linens and sets tables. Serves water, bread, and butter to customers. Keeps a supply of linens, dishes, silverware, and glasses in dining room. Supplies service areas with food. Keeps service areas and equipment clean. May run errands and deliver food orders.

Chip & Mr. Griffin

MR. GRIFFIN: So you have never worked in a restaurant before?

CHIP: No.

MR. GRIFFIN: Have you ever had any kind of job?

CHIP: I've had some part-time and summer jobs.

MR. GRIFFIN: Tell me about them. What did you do?

CHIP: Well, my last job was at Stanton's Department Store. I was a stock clerk in the men's department. I liked it at first. But then the manager started picking on me all the time. He used to work my tail off. Always watching me. Didn't want me talking or anything. So I quit.

MR. GRIFFIN: How long did you work at Stanton's?

CHIP: A few days. Last summer I had a job in the County Park. That was a great job! No one bothering me all the time. A lot of the guys from school worked there. We had a ball!

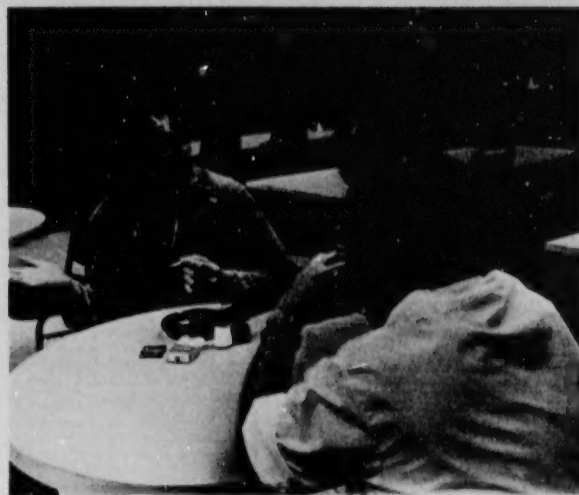
MR. GRIFFIN: What were you doing?

CHIP: We had this — oh, you mean on the job? Well, we were supposed to keep the camping areas clean. You know, pick up papers and bottles. Things like that.

MR. GRIFFIN: Were you there all summer?

CHIP: No. Not all summer. They found out that they had hired too many of us. They had to let me and some of the other guys go.

MR. GRIFFIN: What was the longest time you ever held a job?



CHIP: Let me see. It must have been my newspaper route. Yeah, the paper route. I did that for a year or so. In the mornings. I would have kept it, too. But Dad didn't like it. *(Laughs)* He used to say that he ended up delivering papers more often than I did.

MR. GRIFFIN: How is your health?

CHIP: Good, I guess. No problems. *(Laughs)*

MR. GRIFFIN: I mean, is there any reason you can't do this kind of work? Standing for hours, and lifting things?

CHIP: No. Not me. Say, you have any rules about eating things here?



MR. GRIFFIN: You get lunch and dinner here, if that's what you mean. That's like part of the salary.

CHIP: Yeah. And how about the tips? How does that work?

MR. GRIFFIN: The tips are collected for all the waitresses and attendants. They are divided later.

CHIP: Evenly?

MR. GRIFFIN: No. The attendants get 20%. Now let's get back to you. What makes you think you would like to work here?

CHIP: Well, it's this way, Mr. Gibbon —

MR. GRIFFIN: Griffin.

CHIP: Yeah, Mr. Griffin. It's this way. I want a job. And I'm willing to take a chance on the Hickory Shack.

MR. GRIFFIN: All right, Chip. If you have no more questions about the job . . .

CHIP: No. It seems pretty simple to me. Oh yeah, one thing. Would it be all right if I took a week off in August? I mean, if I get the job. You see, my aunt and uncle always let me stay with them for a week at their house on the lake. I would hate to miss it.

MR. GRIFFIN: Well, I'll see, Chip. I'll see.

CHIP: When will you let me know about the job? You want me to call you?

MR. GRIFFIN: No. I'll be in touch with you. Good-by, Chip.

CHIP: All right. So long, Mr. Griffin.



THINK TANK

Memory Check

Circle the correct words.

- Chip found out about the restaurant job from:
 - a newspaper ad
 - a friend
 - State Employment Office
- The main job of a dining room attendant is to help:
 - waiters and waitresses
 - the cooks
 - the customers
- At the Hickory Shack, dining room attendants get:
 - 50% of all tips
 - 10% of all tips
 - 20% of all tips
- The longest job Chip held was:
 - delivering papers
 - cleaning camps
 - checking stock

Decision Time

Fill in the rating form. Then answer the questions below.

- What did Chip do right?

- What did Chip do wrong?

- If you were Mr. Griffin would you hire Chip?

☐ Yes ☐ No

Puzzler

The words in the word square below all have something to do with the work of a dining room attendant. Begin at start. Find each word. Draw a line between the end of one word and the beginning of the next. The first is done for you.

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		
Personality		
Interview Skills		
Motivation		0-65
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Word Square

Start ♦ DISHES/BUTTERBR
CARRYWIPECLEANF
ANTNAPKINSERVE
IF
MOP
STAU
REST
ASS
GLASS
E
TABLE
WASH
S
P
RAY
SWEEP
VER
WARE
WATER
AD
SIL
VER

INTERVIEW FIVE

Electronics Assembler

Evelyn Petersen never made plans about working when she was in West Bigtown High School. Everything will work out all right, she thought. I'll just take a job, any job, until I meet some great guy and get married. Then I'll have a family and I won't have to worry about a job.

Evelyn got a job as soon as soon as she graduated. She sorted and boxed clothes in a warehouse. It didn't pay much. But it gave her a chance to meet a lot of men — warehouse men, stock clerks, and truck drivers.

Evelyn was right about working, but only to a certain point. She did meet a great guy. They got married and she quit her job after working only eight months. They had a baby girl. And they were very happy for a year or so. Then it all went wrong. Her husband left her, just disappeared. She went on welfare and got a divorce.

Evelyn tried hard to find a job through the State Employment Office and private agencies. But they all said she had no "marketable skills." The jobs she could get, after deductions and baby-sitting fees, paid less than welfare. Still, Evelyn answered



every help-wanted ad that didn't demand experience or special skills. She got very excited when she read this ad in the Sunday paper.

Electronics Assembler for Satellite City plant. No exp. nec. Must be good at detail work. Company ben. incl. child care. \$4.75 hr. Apply Pers. Dept., Tecudex Industries, 27977 Spaceage Way, Satellite City, 9-3 Mon.



Electronics Assembler

Assembles electronic equipment, such as computers and sound recorders. Uses electronic test equipment and hand and power tools. Follows blueprints, wiring diagrams, and the like. May test complete assembly and make necessary repairs.

Evelyn, Ms. Sharp and Mr. Warner



EVELYN: Hello. I'm here to see about the job that was in Sunday's paper.

MS. SHARP: Which position was that? We had several ads.

(Mandy pulls on her mother's arm.)

EVELYN: Stop that Mandy! Be still while Mommy talks to the lady . . . It was for assemblers, electronics assemblers. I'd like to put my name in.

MS. SHARP: Certainly. Just take a seat over there with the others and fill out this application form.

EVELYN: Can't I just take it with me and mail it back? I just thought I could drop in and find out about the job.

MS. SHARP: I'm sorry. But Mr. Warner wants all of the applicants to complete their application forms today.

EVELYN: Oh, all right. Now Mandy, be a good girl for Mommy. *(She sits at a table and fills out the form. Soon Mandy begins to pester her.)*

EVELYN: Please, Mandy! *(She finally finishes the form and takes it to Ms. Sharp.)* Miss, here is my application. I couldn't fill it all out. I don't have some of the addresses and things with me. Is that all right?

MS. SHARP: Don't worry about it, Mrs. Petersen. Please take a seat with the others. Mr. Warner will be giving the aptitude test in about a half hour.

EVELYN: Test? I can't. I mean — you



didn't say anything about testing today in your newspaper ad.

MS. SHARP: Well, you must understand, Mrs. Petersen. We can't say everything in one small ad. If you can't take the test this morning, you can come back this afternoon. The second testing will be at 4 PM.

EVELYN: Oh boy . . . I borrowed a neighbor's car to get down here. I don't have a car. I won't be able to come back this afternoon.

MS. SHARP: I'll tell you what, Mrs. Petersen. Why don't you take your little girl over to our Child Care Center? Then you can be free to take the test.

EVELYN: Oh, that's great! Tell me how to find it. Oh, and where is the ladies room? *(She takes Mandy to the Child Care Center. Then she goes to the ladies room and fixes her hair. Next she goes to take the test. She has a hard time with it. But finally she finishes. Soon she is called in to see Mr. Warner.)*

EVELYN: I know I did not do well. I hope you will understand. I didn't come prepared for testing this morning. I had to bring my little girl and . . .



THINK TANK

Memory Check

Circle the T if true.

Circle the F if false.

1. Getting a job was hard for Evelyn because she had no work skills. T F
2. The job at Tecudex Industries called for experience in electronics. T F
3. Tecudex has a free Child Care Center. T F
4. Evelyn was well prepared to fill out an application and have an interview. T F
5. Ms. Sharp was unkind to Evelyn. T F
6. Electronics assemblers should be good at doing detail work. T F
7. The pay that Tecudex offering was higher than most beginning salaries. T F

Decision Time

Fill in the rating form. Then answer the questions below.

1. What did Evelyn do right?

2. What did Evelyn do wrong?

3. If you were Mr. Warner, would you hire Evelyn?

☐ Yes ☐ No

Puzzler

Rita and Rick are having sound problems. Study the diagram below. Then write in the number of the cord they should check for each problem.

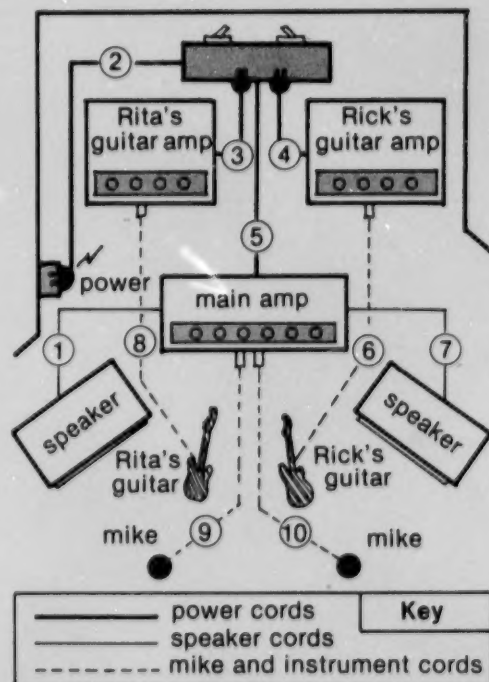
1. No power to the amplifiers. _____
2. No signal from Rita's guitar to her amplifier. _____
3. No sound coming from the right speaker. _____
4. Rick's mike is dead. _____
5. Rick's guitar amplifier has power, but Rita's does not. _____
6. There is power to both guitar amplifiers, but not to the main amplifier. _____

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		0-65
Personality		POOR
Interview Skills		
Motivation		
Preparation		
Qualifications		
Potential		
TOTAL		

Wiring Diagram



INTERVIEW SIX

Fish Wholesaler's Assistant

Ted Johnson lives in Seaville, a city not far from Bigtown. Ted started looking for a job soon after he finished high school. He is 19 years old, and he would like to get married and settle down.

Ted has worked every summer since he was 14. And he has had several different part-time jobs after school and on weekends. The trouble is, full-time jobs year-round in Seaville are hard to come by. It is a busy place in the summer. But it is fairly quiet the rest of the year. The only important business then is the fishing industry.

Ted likes Seaville, and he wants to stay there. His family moved to Seaville when he was a small boy. But he can still remember Bigtown. He didn't like it there.

Ted let everyone know that he was looking for a job. But he didn't stop at that. Every day he goes to different places of business. He spends most of his time down at the docks. He has a license to drive a small truck. And he thinks he might get a job as a driver.

The Seaville docks are where the fishing boats tie up. The catch is sold there, mostly to the canneries and frozen food processors.



Most businesses connected with the fishing industry are to be found in the docks area.

Things happen in the morning at the Seaville docks. And Ted makes it a point to be there early. He is now outside the Tambellini Brothers warehouse. He is talking to Domenic Tambellini about getting a job.



Fish Wholesaler's Assistant

Receives and inspects deliveries from fishermen. Reads customers' orders for number, size, and kind of fish. Picks out fish, weighs them, records weight. Packs fish in boxes with ice. May assemble boxes. Labels boxes with customers' name and address. Loads boxes on truck. Delivers boxes to stores, restaurants, hospitals, and others.

Ted and the Tambellini Brothers

D. TAMBELLINI: Were you in here before, kid?

TED: Yes, Mr. Tambellini. I was in here about two weeks ago. I'm still looking for work.

D. TAMBELLINI: Why you not been able to find a job, strong kid like you?

TED: It's not easy, Mr. Tambellini. I guess things are pretty tight here in Seaville these days.



D. TAMBELLINI: Sure. They are always tight here. Me and my brother Angelo, ask us. How we had to work our ——— off to make a dollar here.

TED: Well, then you must know how tough it is for me. Why don't you give me a job? You must need a helper. You and your brother are not getting any younger. Your sons don't work for you any more. They are all in Bigtown now. How about it?

D. TAMBELLINI: Give, give, give. That's all I hear these days. All you want is give. You some fresh kid. Me too old? Angelo, come here! You got to hear this fresh kid. He thinks we are ready for the old people's home.

A. TAMBELLINI: What is this about the old people's home? You want me to sign you in, Domenic?

D. TAMBELLINI: It's this boy here. Oh-oh! I better call him a man or he start a riot. *(Laughs.)* He thinks we should give him a job. What you say, Angelo?

A. TAMBELLINI: Yeah, and what happens we yell at him sometime? He call in the government and get us arrested. *(Laughs.)* What is your name again, kid?

TED: Ted Johnson. Last time I was in here you said you would think about taking me on as a helper, remember? Well, I'm back.

D. TAMBELLINI: Yeah, Angelo. He is back. What do we do?

A. TAMBELLINI: I think he looks too good for this job. He might get dirty here. What do you think, Domenic? We need a helper?

D. TAMBELLINI: We get a helper, one of us no longer have to go in the truck to Bigtown. Got a helper, he can do all the fish packing, too. Could do a lot of things around here.

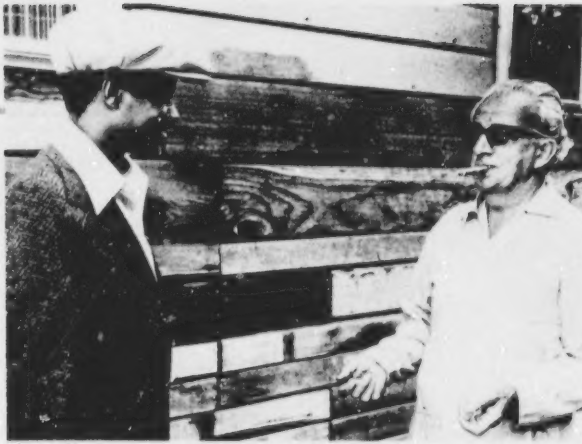
TED: I have a license to drive a truck, Mr. Tambellini. And I can pack fish with the best of them!

D. TAMBELLINI: You pack for us, you would be packing with the best. Best ——— fish wholesalers the whole country.

A. TAMBELLINI: You pack fish before, Teddy?

TED: No, sir. But I know I could do it. Fast. Good and fast!

D. TAMBELLINI: What kind of work you do before?



TED: I've done just about everything you can do in Seaville for part-time and summer work. Past two summers, I worked in the kitchen of the Seaville Lodge. Before that, I worked summers at Hantey's Restaurant as a bus boy. And I've had part-time jobs in gas stations, stores, delivering newspapers — you name it.

D. TAMBELLINI: How much money we got to pay you to be a helper, Teddy-boy? Suppose we tried you out? You know, working here in the warehouse packing fish. And going up in the truck making deliveries in Bigtown. What we have to pay you?

TED: Well, sir, Mr. Tambellini, that's up to you. I was making about \$700 a month at the Lodge.

D. TAMBELLINI: You work for Mr. Lipski at the Lodge, yes? You think he give you a good reference if we call him?



TED: Yes, I'm sure he would.

D. TAMBELLINI: Well, we think about it, Ted. We talk together later and we see. We call you up after we talk.

TED: Thank you, Mr. Tambellini. I really appreciate it. I need a job. And I know I would be able to help you a lot. Do you mind if I call you tomorrow? You see, I'm usually out most of the time looking for work.

D. TAMBELLINI: Sure, sure. You give us a call tomorrow. We talk to you then.



THINK TANK

Memory Check

Fill in the right word or words to complete the sentence.

1. Ted has had many summer _____.
2. Every day he looks for work on the _____.
3. He would like to find work as a _____.
4. Ted has a license to drive a _____.
5. Most businesses in Seaville do something with _____.
6. Work there begins early in the _____.
7. Ted could help the Tambellinis to _____ fish.
8. He might weigh a fisherman's _____.
9. He could deliver fish to _____.

Decision Time

Fill in the rating form. Then answer the questions below.

1. What did Ted do right?

2. What did Ted do wrong?

3. If you were Mr. Tambellini would you hire Ted?

☐ Yes ☐ No

Puzzler

Can you find 17 words hidden below? The words all have to do with working for a fish wholesaler. The words may be printed across, up, down, slanted, or backwards.

Look for: SELL, HOSPITALS, STORES, PACK, WHOLESALE, ASSISTANT, FISH, ERMEN, DELIVER, ICE, BOXES, CUSTOMER, SIZE, WEIGH, INSPECT, DRIVE, TRUCK, RESTAURANT.

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		151-180
Manners		GOOD
Language		66-150
Eye and Body Control		FAIR
Attitude		
Personality		
Interview Skills		
Motivation		0-65
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Hidden Words

V H R E S T A U R A N T
D O T R A Z K N G F O M
R S I C E D E L I V E R
I P X N P S N H V W K T
V I F I S H E R M E N N
E T B L T P K L V I H A
T A X B O X E S L G J T
R L P T R A W C I H L S
U S A C E D F G T Z P I
C M C U S T O M E R E S
K I K A Q B S A C W B S
W H O L E S A L E R S A

INTERVIEW SEVEN

Hospital Attendant

Pete Sandoval is finishing a ten-week course for hospital attendants given at Jefferson Community College. He is ready now to look for a job as an orderly.

Pete is 19 years old. He graduated from high school nine months ago. He had a job as a messenger for a printer. But then he met a girl who was a nurse's aide. She turned him on to hospital work. She told him about the course she had taken to get her job. Pete has been taking the same course.

There is a strong demand for hospital attendants in the Bigtown area. Orderlies are in an even better position than nurse's aides. They are needed to work with male patients and do some of the heavier work.

Pete has already had several job interviews at hospitals and rest homes. Since most of the places have the same union for attendants, the salaries, hours, and benefits are the same. The working conditions, though, can be quite different from one place to another.

Pete has answered two ads he saw in the newspaper help-wanted ads. But, like this one, most of his job interview appointments are made through the placement office of



Jefferson Community College. Pete is being interviewed now at Mercy General Hospital. Pete likes Mercy because it is in his own neighborhood and it is a new building. He is to be interviewed by the head nurse, Mrs. Ethel Burnett.



Hospital Attendant

Answers patients' call bells. Carries food and drink to them. Feeds, washes, and dresses patients when necessary. Makes beds and replaces room supplies. Gives back rubs and takes temperatures. Helps patients to get in and out of bed and to walk. Moves patients in wheelchairs. Delivers and sets up equipment. May clean rooms and do simple nursing work.

Pete & Mrs. Burnett



PETE: Hello. Are you the head nurse? I'm Pete Sandoval. You know, the personnel lady told me to come see you.

MRS. BURNETT: Yes, Mr. Sandoval. Mrs. Wilkerson told me she was sending you over. Please take a seat. (*Waits for Pete to sit down.*) Mrs. Wilkerson tells me that you are finishing a course for attendants at Jefferson Community College.

PETE: Yeah. That's right. You know. I thought it was going to be a hard course. But it was real easy for me, you know. This



Internal Medicine Department — do you run the whole thing?

MRS. BURNETT: I'm the head nurse. The nursing personnel are under me.

PETE: That's really something, you know. You must have been working here a long time, huh? Maybe after 10 or 20 years I'll get to be head orderly, huh? (*Laughs.*) Well, that Wilkerson — is that the right way to say it? Well, you know, she said this was the department that needed a new orderly the most. How come? No one like to work here?

MRS. BURNETT: We are very busy in this department, Mr. Sandoval. Our patients need more care and attention than on some of the other floors. And we need more help at night.



PETE: Yeah! She told me that. I told her I didn't think I would go for that. Night work, you know. I been to other places, you know, hospitals. They been talking to me about jobs too.

MRS. BURNETT: Yes, I'm sure, Mr. Sandoval. Now suppose you tell me why you are interested in being an orderly.

PETE: Already five hospitals I been to. I think I'll get a job easy. But I got to find the best place for me, you know?



MRS. BURNETT: Yes. Well I know the Jefferson course is a good one. But we do have other staff members to think about. New attendants are always put on the night shift.

PETE: What are the hours here for the night shift?

MRS. BURNETT: Twelve to eight in the morning.

PETE: Say, I don't know if I could take that, you know. I got to have a little social life, you know.

MRS. BURNETT: Mr. Sandoval, it's a five-day week. You would take turns with the others so that you get some weekend nights off every month.

PETE: Yeah. But you know, I would really like to work in the morning and afternoon. I like this place here, you know. But working at night . . .

MRS. BURNETT: A lot of people like night work because it's not so busy then.

PETE: Yeah. Well, you know, that's good. Now let's get to the thing about the cleaning. That personnel woman, she said I

would have to do cleaning up. I mean, you know, I didn't go to school to do that.

MRS. BURNETT: Mr. Sandoval, I don't think you understood Mrs. Wilkerson. Orderlies and aides may be called on to clean the patients' rooms. It does not happen very often. But if we are short-handed on personnel, the attendants have to help.

PETE: And I have to buy my own uniforms, huh?

MRS. BURNETT: That's right, Mr. Sandoval. That's the same in all hospitals. Each member of the staff must buy his or her own uniforms. . . . Now perhaps you can tell me why you want to work in a hospital. This work takes a special kind of person. You have to want to help people. And you must always show great tact and understanding.

PETE: Oh sure. They told us all of those things in the course, you know. But let's talk about these uniforms. Can I get them cleaned here in the hospital? I mean free? I got to think of these things, you know?



THINK TANK

Memory Check

Fill in the right words to complete each sentence.

1. Pete's course at the community college took _____ weeks.
2. His interview was arranged by the _____ office of the college.
3. The night shift at Mercy runs from midnight to _____ in the morning.
4. Pete didn't want to work at night or to _____ patients' rooms.
5. At most hospitals, attendants have to buy their own _____.
6. Attendants should enjoy _____.

Decision Time

Fill in the rating form. Then answer the questions below.

1. What did Pete do right?

2. What did Pete do wrong?

3. If you were Mrs. Burnett would you hire Pete?
☐ Yes ☐ No

Puzzler

Fill in the missing vowels to find 12 people and things that hospital attendants work with.

Clues

1. Their sheets need changing.
2. Sometimes need fluffing.
3. Hospital's customers.
4. Attendants serve it.
5. They help doctors.
6. For moving patients
7. For taking temperatures
8. Pills, powders, syrups.
9. To cover cuts and injuries
10. Used to call for help
11. Doctors who do operations
12. Matter of life or death

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		
Personality		
Interview Skills		
Motivation		0-65
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Missing Vowels

1. bds _____
2. pllws _____
3. ptnts _____
4. fd _____
5. nrss _____
6. whlchrs _____
7. thrmmtsr _____
8. mdcn _____
9. bndgs _____
10. cll blls _____
11. srgns _____
12. mrgncy _____

INTERVIEW EIGHT

Paste-up Assistant

Betty Duval has been out of high school for six months. And she is still looking for her first job. She lives in Bigtown with her family.

Betty has had trouble finding a job because she has no special skills. Besides, she does not like the idea of working in just any kind of job. She would like to get an interesting job that involves learning special skills.

Betty is a quiet girl. She feels nervous around large groups of people. And she gets upset when she has to meet people for the first time. She has been doing most of her job hunting through the newspaper help-wanted ads. She has answered ads for many jobs that sounded interesting. But the few answers that she received said that she didn't have the right qualifications. One day, Betty saw this ad in the paper.

Paste-up asst. Book company needs neat, careful asst. Art training pref. Send letter Ad 213.

Betty answered the ad. In her letter, she said how much she liked her art classes in school. She also said that she had worked on



her school newspaper. A week later, Betty got a reply to her letter from Bigtown Book Publishers. She was told to call for an interview appointment. She did. Now she is being interviewed for the job by Gus Corbin, an artist who works for the company.



Paste-up Assistant

Positions type matter and pictures on paper or other material, following an artist's layout. Measures and marks positions. Cuts pictures, type matter, and other materials from larger sheets and fits them into areas to be used. Inks in borders, blocks, lines, and the like. Adds position marks. May number sheets and mark directions for printer.

Betty & Mr. Corbin

MR. CORBIN: And that's really all there is to the job, Miss Duval.

BETTY: Uh-huh. I see.

MR. CORBIN: Do you think you could do it?

BETTY: Yes. I could try.



MR. CORBIN: Now why don't you tell me something about yourself.

BETTY: All right. What would you like to know?

MR. CORBIN: Well, just in general. What did you like about high school? What are you

looking for in a job? Things like that.

BETTY: Sorry, Mr. Corbin. I'm just so nervous. Let's see . . . Well, in high school. That was South Bigtown High, I liked just about everything. I had to work hard. But my grades were not too bad. I liked my music classes. Oh, and art classes too.

MR. CORBIN: Did you take any classes in drafting?

BETTY: I'm sorry. I didn't hear what you asked.

MR. CORBIN: I asked if you took drafting in high school.

BETTY: Oh, no. That was too hard for me.

MR. CORBIN: But I just finished telling you about this job. It's a lot like drafting. You have to be very exact and neat, able to work with your hands.

BETTY: Uh-huh.

MR. CORBIN: Why are you interested in this job?

BETTY: Well, it sounded like something different. And there has not been anything I could find that I liked. I think I could do this work all right as long as I'm left alone.

MR. CORBIN: You would have to work with other people here, Miss Duval. And sometimes things get very busy. Do you think you would have trouble working under pressure?

BETTY: I don't know.

MR. CORBIN: I mean, it's this way.



Sometimes one of our people will be working right with you to get something finished. Would that bother you?

BETTY: I don't know. Maybe I'm not right for this kind of work.

MR. CORBIN: You said in your letter that you worked on your school paper. What did you do?

BETTY: Not too much, really. Mostly I ran errands for the other kids.

MR. CORBIN: We have a little test, if you would like to take it. It's not hard. It's just to see if you can do this kind of work.

BETTY: I'm not very good with tests. Is it something I can take home?

MR. CORBIN: No. I'm afraid not.

BETTY: Oh, well. All right, I'll try it. I sure would like to have a job here. It looks like a nice place to work.

MR. CORBIN: Just follow me. I have the test all set up for you.

(Mr. Corbin shows Betty what to do.)

MR. CORBIN: . . . And then you ink a border around the photo. Got it?

BETTY: Uh-huh.

MR. CORBIN: Do you understand how to follow the layout?

BETTY: Uh-huh.

MR. CORBIN: Do you have any questions before you start?

BETTY: Uh-uh.

MR. CORBIN: Well, if you do, come ask me.



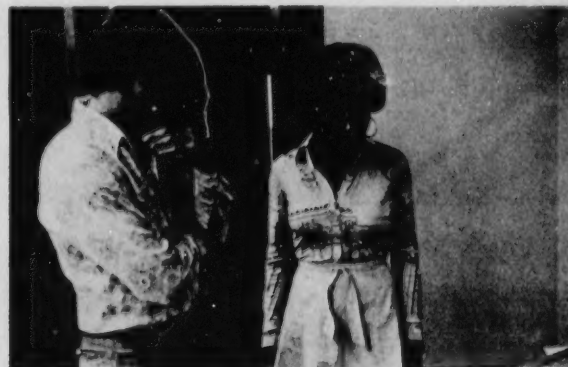
(Mr. Corbin leaves. Betty really does not understand what to do. Mr. Corbin returns.)

MR. CORBIN: If you had only asked me some questions, you could have done the test.

BETTY: Well, you see, I didn't want to bother you.

MR. CORBIN: Thank you for coming in, Miss Duval. I have a lot of other applicants to see this week. So don't worry if you don't hear from me right away.

BETTY: Sure. Well, thanks, Mr. Corbin. Good-by.



THINK TANK

Memory Check

Circle the correct words.

- Betty is having trouble finding a job because:
 - she has no special skills
 - she is too shy
 - she doesn't try
- Betty does most of her job-hunting through:
 - employment agencies
 - help-wanted ads
 - help-wanted signs
- At high school, Betty liked:
 - math and science
 - music and art
 - math and music
- Mr. Corbin feels that Betty could have done the test if only she had:
 - read the directions
 - taken more time
 - asked questions

Decision Time

Fill in the rating form. Then answer the questions below.

- What did Betty do right?

- What did Betty do wrong?

- If you were Mr. Corbin would you hire Betty?

☐ Yes ☐ No

Puzzler

The drawing below shows a layout for one page of a book. If you were a paste-up assistant, where would you paste each item? Circle one letter for each row.

Photo A B C D E F

Photo caption . A B C D E F

Map A B C D E F

Map caption .. A B C D E F

Story A B C D E F

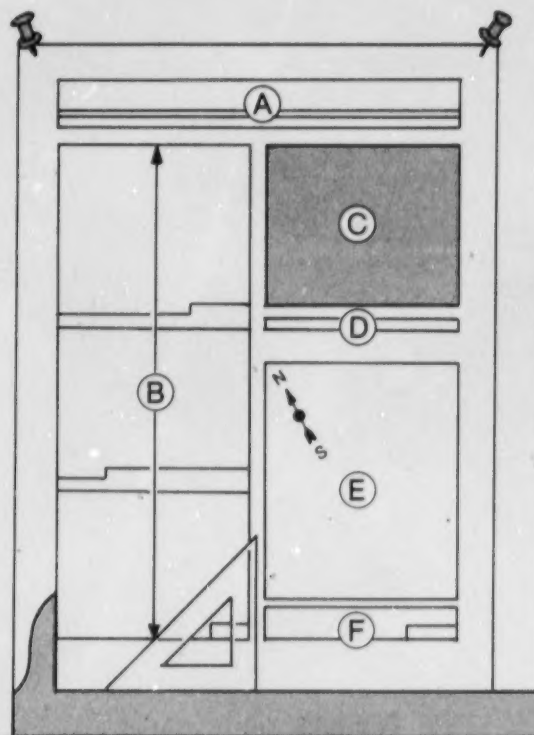
Title A B C D E F

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		151-180
Manners		GOOD
Language		66-150
Eye and Body Control		FAIR
Attitude		0-65
Personality		POOR
Interview Skills		
Motivation		
Preparation		
Qualifications		
Potential		
TOTAL		

Artist's Layout



INTERVIEW NINE

Paving Construction Worker

Patrick McGonnigle had a lot of trouble with drugs. It started when he was 15. And when he was in his last year of high school, he overdosed. He ended up in a hospital.

Pat is lucky he didn't die, and he knows it. He has never taken drugs of any kind again. He has his head together now. The trouble is, no one else believes it.

Getting a job has been Pat's number one problem. He has been able to pick up temporary jobs here and there. But any time there is a job application form with questions about drugs or health, he misses out. He never even gets an interview.

One day, Pat was sitting on the front steps with nothing to do. Along came a neighbor, Mr. Ambrose. Mr. Ambrose was on Social Security. But he used to be a foreman in an automobile assembly plant. After a little small talk, Pat told Mr. Ambrose about his problem.

Mr. Ambrose surprised him. "You know," he said, "I had a drug problem of my own once. My drug was alcohol. I licked it too, like you. But my record also kept me from getting jobs. That is, until I learned how to handle it



on application forms and in interviews."

Mr. Ambrose told Pat his "secret." It was simple and honest. Pat thought it might work for him too. He started to look for a job all over again. He has gotten his first interview by applying for a job he heard about from a friend. It is with the Pruett Paving Company. His interviewer is the company's manager, Mr. Smathers.



Paving Construction Worker

Sweeps dirt away before asphalt is laid. Directs dump truck to unloading point and lets out asphalt. Scrapes off asphalt that sticks to truck. Signals driver to move on. Spreads asphalt evenly. Presses asphalt flat in places road roller can't reach. Puts up and takes down road blocks.

Patrick and Mr. Smathers

MR. SMATHERS: McGonnigle, you have had a lot of different jobs. But you never stay long at any of them. What gives?

PATRICK: They were all temporary jobs, Mr. Smathers. All except the one with Fox Protective Service. I was a guard. They fired me because I couldn't get a bond.

MR. SMATHERS: Couldn't get bonded? Why? I don't see anything here on your application form about being convicted for a crime.

PATRICK: I used to be pretty heavy into drugs. Oh don't worry! I'm straight now. I spent a year drying out in a federal hospital. And I learned my lesson well. I almost killed myself.

MR. SMATHERS: And the bonding company found out that you had been in the hospital?

PATRICK: That's right. They would not bond me, so I lost the job.

MR. SMATHERS: I see you have a note here on your health record, "to be explained in the interview." You didn't check the box



for drugs.

PATRICK: No, I didn't. I thought it would be better if I could meet you man to man and explain what happened to me. No. I mean what I did to myself. It's all finished now. But it has been keeping me from getting a good job.

MR. SMATHERS: When did you get out of the hospital?

PATRICK: It's been almost a year now. I lived in a half-way house first. But now I'm back with my family.

MR. SMATHERS: And you never . . . I mean you no longer feel the need to . . . ?

PATRICK: To take drugs? No. I'll never touch them again, no matter what. Look. I have letters from the hospital and from the half-way house. I can also give you references from my friends and neighbors. Believe me.

MR. SMATHERS: You know, McGonnigle, you don't have much going for you. Why should we hire you? There are lots of men





looking for jobs like this. Why should we take a chance?

PATRICK: Sir, all I can say is that I'll try harder. Harder than any other man you could hire. I've been down at the bottom. And I was scared at what I saw. I'm not going back.

MR. SMATHERS: Did you ever sell the stuff?

PATRICK: Yes. That's how I was able to buy it myself. And that's what I hate most about what I did.

MR. SMATHERS: How about your health? How did this thing leave you?

PATRICK: Well, sir. I was lucky there, too. I'm still strong and in good health. I can put in a full day's work and more. You can see by my application form. I've done lots of hard work.

MR. SMATHERS: You know, McGonnigle, if you worked for us, the other men might find out about this drug thing. Do you think you could handle that?

PATRICK: Yes, sir. I can handle it. That's one of the things we learned in the half-way house. How to get along with people when we were out again. You won't find me getting into trouble with the other men. You won't have any problems with me.

MR. SMATHERS: I'll have to think about this, McGonnigle. And I'll have to talk to the owner. Do you have any other questions about the job?

PATRICK: No, sir. I think I understand what the job is all about. And my only question would be when I could start. I would be willing to start as a temporary, or any other way you like.

MR. SMATHERS: Good. Then you will be hearing from us one way or another.

PATRICK: Thank you, Mr. Smathers. Thank you for letting me tell you my whole story. If you can see your way clear to hiring me, you will never be sorry. Good-by.

MR. SMATHERS: Good-by, Mr. McGonnigle.



THINK TANK

Memory Check

Circle the T if true.

Circle the F if false.

1. Patrick spent a year in a federal hospital. T F
2. He learned how to get along on the outside while he was at the hospital. T F
3. Patrick blames others for what happened to him. T F
4. Patrick was fired by the Fox Protective Service because he couldn't get a bond. T F
5. A neighbor told Patrick how to handle his problem with application forms and interviews. T F
6. Patrick never looked Mr. Smathers straight in the eyes. T F
7. Patrick can get references from friends and neighbors. T F

Decision Time

Fill in the rating form. Then answer the questions below.

1. What did Patrick do right?

2. What did Patrick do wrong?

3. If you were Mr. Smathers would you hire Patrick?

☐ Yes ☐ No

Puzzler

Across

1. What you do with butter.
5. Recreational Vehicle (abbr.)
6. Oliver Endicott (initials)
8. What you do with a broom.
9. A kind of truck
11. Please go _____.
14. Watch out for the steam

16. Trick or _____.

Down

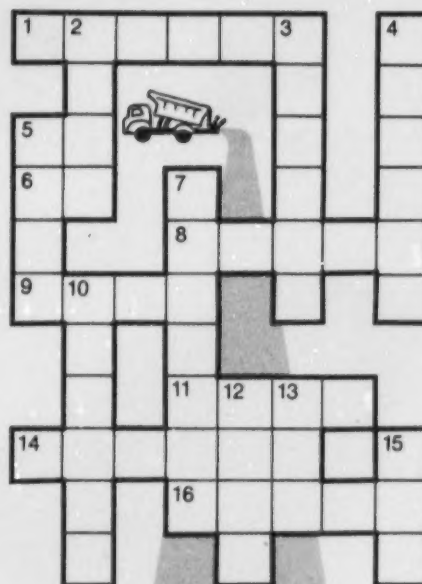
2. What pavers do.
3. Person who drives.
4. What you do to remove something sticky.
5. Where cars go.
7. Black stuff cars ride on.
10. To empty a truck.
12. We _____ here first.
13. Where _____ you going?
15. Past tense of eat.

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		0-65
Personality		POOR
Interview Skills		
Motivation		
Preparation		
Qualifications		
Potential		
TOTAL		

Paver's Crossword



INTERVIEW TEN

Potter's Apprentice

Billy Nowalski didn't do well in his high school subjects, except for art and shop. He liked to make things with his hands. None of the other subjects interested him very much.

Once out of high school, Billy had trouble keeping a job. He worked as a shipping clerk first. Then he was an assembly line worker in a factory. After that, he was a door-to-door salesman. None of these jobs made him happy.

Billy is now a driver for a wholesaler of gift items. This job takes him to many places. He picks up products from factories and from artists. And he delivers things to stores. He does not like this job much better than the others he has had.

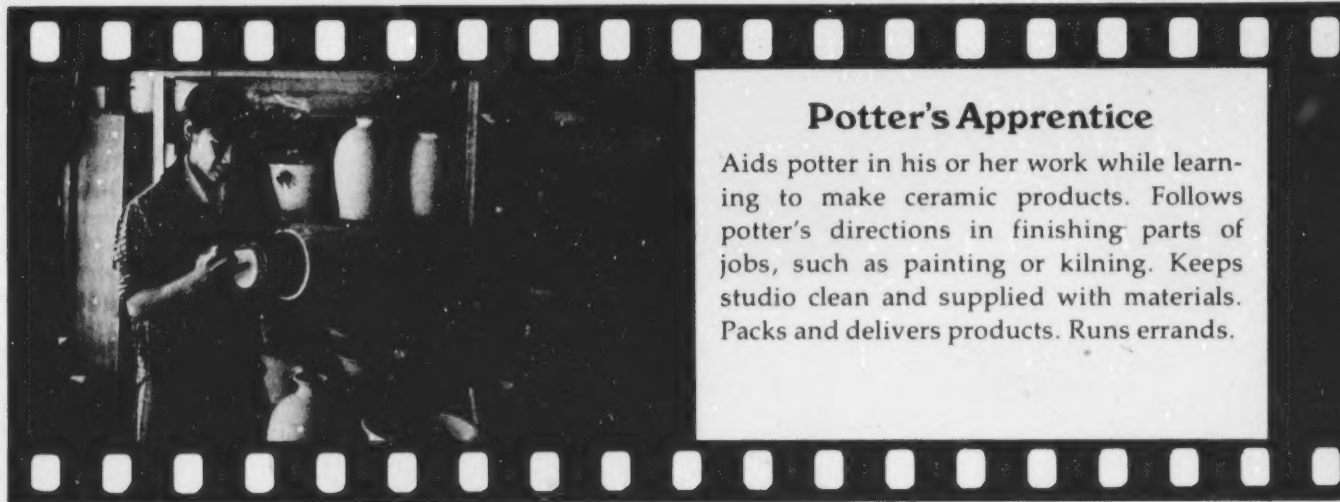
Today, Billy is picking up an order his boss placed with a man who makes pottery products. This man makes vases, bowls, and other things out of clay. Billy worked with clay himself when he was in school. He remembers that well, because he liked it. Everyone had said that the bowls and vases Billy made were really quite good.

Billy had to drive a long way to get to the potter's studio. When he got there, the potter



was busy. He was making a bowl using a potter's wheel. Billy stood there and watched him work.

The potter's name is Kent King. He is not many years older than Billy. And he does not seem to mind answering all of the questions Billy is asking.



Potter's Apprentice

Aids potter in his or her work while learning to make ceramic products. Follows potter's directions in finishing parts of jobs, such as painting or kilning. Keeps studio clean and supplied with materials. Packs and delivers products. Runs errands.

Billy & Mr. King



BILLY: We didn't have one of those things in school. We just shaped the clay with our hands and a cutting tool.

MR. KING: This is a potter's wheel. It's quite a trick to learn how to use it.

BILLY: I wish I could work like this. I like to make things.

MR. KING: Do you make things in your free time — at home?

BILLY: No, I'm too tired by the time I get home. I usually just watch television or go to bed.

MR. KING: Well, if you like to make things, you should do it. You don't have to



buy a lot of equipment, you know. Here, hold this a minute, will you? *(Gives Billy a bowl to hold. He puts the other things on shelves.)*

MR. KING: I'll take it now. I'm going to paint it. Then I'll put it in the kiln.

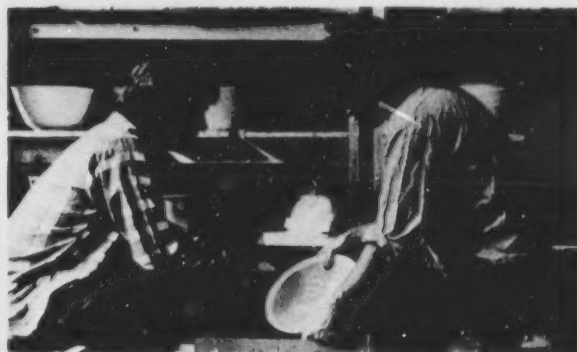
BILLY: We had a kiln at school. But the teacher never let us use it. She was the only one who could put things in the kiln. *(Watches Mr. King paint bowl.)*

BILLY: What is that you're putting on it?

MR. KING: This will give the bowl a red color.

BILLY: Oh, yeah. Like all those bowls and vases you have over there. How come you're doing everything the same color?

MR. KING: That's what my customers like right now. I guess you might say it's becoming my style. . . . Perhaps I should do something different. Use another color. *(Takes painted bowl to kiln.)*





MR. KING: Don't get too close. It's hot. There.

BILLY: How many can you do at a time in this kiln? It looks bigger than the one at school.

MR. KING: Let's see. It handles about four of these bowls. It all depends on what you are making.

MR. KING: Now I can take care of that order for your boss. Want to give me a hand?

BILLY: Sure! Just show me what you want me to do. *(Both men pack boxes. They continue to talk.)*

BILLY: You do all the work here yourself? Don't you need any help?

MR. KING: Well, I have been doing it all myself. But things are getting to be a little too much for me now. Business is building up. And I'm falling behind. I was here late last night finishing up this order for your boss.

BILLY: Yeah, you sure could use some help. You know, I would like to learn this work. I never have been able to find any kind of job I liked. But I know I would like this, making things with my own hands.

MR. KING: Wait a minute! I don't even know your name.

BILLY: It's Billy. Billy Nowalski. Say, why don't you hire me to be your apprentice. I'll help you with all of the jobs around here. And you could be training me to be a potter. How about it?

MR. KING: It's something to think about. How old are you? Did you graduate

from high school? What kind of work have you done before you got this delivery job?

BILLY: Sure I graduated, and I'm 20. I've been out of school almost three years. I've had lots of jobs. But they have all been lousy. And the people I worked for have been lousy too. I've never had a chance to get a job where I could learn something.

MR. KING: What makes you think I could teach you? Or that you would be able to learn?

BILLY: I could show you the things I made in art classes at school. My mother still has them. And I just know I could learn from you. The things you make are beautiful!

MR. KING: Well, Billy, a little flattery never hurts. . . . Let's see how strong you are. Take this other box.



THINK TANK

Memory Check

Fill in the missing words.

- Billy's best subjects in school were _____ and _____.
- While at school, Billy liked to make clay _____ and _____.
- At present, Billy works as a _____.
- He came to Mr. King's to pick up an order of _____.
- Mr. King's business is beginning to _____.
- Clay pots and vases are shaped on a _____.
- Then they are placed on shelves to _____.
- They are hardened by being baked in a _____.

Decision Time

Fill in the rating form. Then answer the questions below.

- What did Billy do right?

- What did Billy do wrong?

- If you were Mr. King, would you hire Billy?
☐ Yes ☐ No

Puzzler

The words in the word wheel below have something to do with the work of a potter's apprentice. Begin at start. Find each word. Draw a line between the end of one word and the beginning of the next word. The first one is done for you.

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		
Eye and Body Control		66-130
Attitude		FAIR
Personality		
Interview Skills		
Motivation		0-65
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Word Wheel



INTERVIEW ELEVEN

Forestry Worker

Henry Allcot spent three years in a state camp for boys. He went in at 15 for stealing cars. Henry finished high school in the camp. He also learned a lot about forestry.

Back in Bigtown, Henry was worried. In four months, he had not been able to get a job. He would just hang out on the street. *If this keeps up, he thought, I'll end up in the can. And this time it won't be a boys' camp.*

Henry's biggest problem in getting a job was his record. It didn't do any good to try to hide it. He was asked questions on job application forms and in interviews. He had to explain where he had spent his time.

Henry talked to a counselor at the State Employment Office. "Shoot!" said Henry. "I was a lot better off at the camp. You know, I liked working in the forest." The counselor looked at Henry. "If you liked it, why don't you make it your career?" he asked.

Henry thought about this. It made sense. The counselor gave him a list of names and addresses. His list covered federal and state agencies and private companies. Henry decided to try the private companies first. He sent each of them a letter. He told them he



was looking for a job in forestry. He told them what his experience was. And, very openly, he told them where he got it.

Henry got answers to every letter. He liked the letter from Limberlost Forest Management best. But he has scheduled interview appointments with other employers on his visit to the mountains. He is being interviewed by the manager of Limberlost, Dan De Foret.

Forestry Worker

Helps to prevent and control forest fires and erosion. Plants new trees. May take part in logging — marking trees to be cut, cutting them down, and clearing away logs. May help build fire roads. In government service, forestry workers may work with the public in use of forests and may keep recreational areas clean.

Henry and Mr. DeForet

MR. DE FORET: You couldn't have picked a nicer day to come up to the mountains, Henry.

HENRY: Yes, sir. It's just like I remembered it to be. I love it up here. *(Laughs.)* Even better now, because I can come and go as I please.

MR. DE FORET: *(Laughs.)* Yes, I suppose that does make it very different. I sort of felt that way myself once, when I was in the Army. You know, I'm a city boy too. It was when I was in the Army that I got to know this country around here.

HENRY: Is that right? I didn't know there was an Army camp around here.

MR. DE FORET: It's the State Camp for Boys now. You might say we have been to the same school.



HENRY: How about that! *(Laughs.)* The same school! Yeah, now I remember. Someone said that it used to be an Army camp. Did they have you guys fighting fires too?

MR. DE FORET: Among other things. We didn't get much time off either. But then I don't think we had it as bad as you.

HENRY: Oh, it was not so bad, Mr. De Foret. Shoot! It could have been a whole lot worse for doing what I did to get sent there. Stealing cars and racing around.

MR. DE FORET: Lots of boys get into trouble, Henry . . . Would you call yourself a pretty good hand in the forest?

HENRY: You know, that's really true, Mr. De Foret. You should have heard some of the stories those cats in the camp used to tell. And lots of them just got worse in the camp. The drugs! Man, there was more stuff there than you would find on the street. One time . . .

MR. DE FORET: Would you like some coffee, Henry?



HENRY: Oh, uh. No thank you, sir. I've been drinking coffee all the way up here.

MR. DE FORET: Tell me what you know about forestry, Henry. Which jobs did you like doing the most?

HENRY: What we did at the camp was mostly conservation things. We marked trees for cutting, trees that were sick or needed thinning out. We cut the trees that we felled into logs. Then we would pull the logs out of the forest. A lot of the time we were clearing away the brush to prevent fires. And making fire roads. Then, as you know, we would be helping to put out forest fires.

MR. DE FORET: Yes, I know. Our men have worked on many of the same fires as the boys from the camp. As a matter of fact, we have men working for us now who have spent time in the camp.

HENRY: Is that right? I wonder if any of the cats who were in with me are here now. Who do you have here?

MR. DE FORET: We can get into that

later, Henry. Tell me more about your work experience.

HENRY: Oh, all right . . . We would clean up an area after a fire too. Oh, yeah, and we would plant new trees. I think I liked that the best of all. We would go into places where the trees had been cut down or where there had been a fire. And we would plant little trees.

MR. DE FORET: Just what kind of life do you expect to lead up here, Henry?

HENRY: Sir, I want to learn more about forestry. Some day maybe I can get to be a forestry aid. I would like to have a family of my own too. I could teach my kids all about the forest.

MR. DE FORET: Henry, why don't you come with me. We will put you up here for a day or so. It will give you a chance to meet the men and see what the place is like. How about it?

HENRY: Thanks, Mr. De Foret. . . . Trouble is, I have another interview this afternoon. . . . Then, later on, I've got to get over to the State Camp. I wrote and told some of my old friends that I would come and visit them today.

MR. DE FORET: All right, Henry. I don't want to change your plans. If you have other people to see . . .



THINK TANK

Memory Check

Circle the correct words.*

1. Henry was at the State Camp for:

- a) Two years
- b) Three years
- c) Four years

2. He had been sent to the camp for:

- a) selling drugs
- b) fighting
- c) stealing cars

3. When Henry had trouble finding a job he got help from:

a) the State Employment Service

b) U.S. Forestry Service

c) his old buddies

4. The kind of forest work that Henry liked best was:

- a) fighting fires
- b) cutting down trees
- c) planting new trees

Decision Time

Fill in the rating form. Then answer the questions below.

1. What did Henry do right?

2. What did Henry do wrong?

3. If you were Mr. De Foret would you hire Henry?

☐ Yes ☐ No

Puzzler

Can you find 20 words hidden in the word puzzle below? The words all have to do with forestry work. They may be printed across, down, slanted, or backwards.

Look for: LEAF, EROSION, PREVENT, MARK, LOGGING, FOREST, TREES, TIMBER, ROADS, LOGGER, RANGER, DEER, BIRDS, FIRE, RABBIT, PLANT, CLEAR, SAW, CHOP, FOX.

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		
Personality		
Interview Skills		
Motivation		0-65
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Hidden Words

Q E R O S I O N K Z A R
P R M P T V R A B B I T
R A L A B F O X M I R N
E E F O R E S T D H A A
V L I H G K O U R X N L
E C R L O G G E R E G P
N X E S E V I E F A E L
T I M B E R D N B M R S
W O V I B O M A G C K L
S A W R I A H Z D P A M
F T N D T D E E R I D N
U P Z S K S R Q C H O P

INTERVIEW TWELVE

Dog Groomer

Helen Chen and her friends got together one afternoon in Helen's living room. It was April, and most of the seniors at Kennedy High School were planning what they would do after they graduated.

Helen and her friends could not make up their minds about what jobs they wanted. So, they had a brainstorming meeting. Each girl called out job ideas as they came to her. The other girls would write down jobs that sounded interesting to them.

When they had finished, Helen discovered something about her list that pleased her. All of the jobs on her list had to do with animals. "I guess that's the field I want to be in," she said. So that is the job area Helen worked on.

Helen lives in Trainstop, a suburb of Bigtown. She wants to live at home. And she does not like the idea of commuting to Bigtown. So, she is doing her job hunting through the yellow pages of the Trainstop telephone book.

There are 11 listings under Dog Kennels in the telephone book. There are 33 under Dog Grooming Service. And there are 42 Pet Shop listings. Many of the same businesses are



listed under these three headings, so Helen crossed out second or third listings. Then she crossed off places that handled only fish and supplies. She ended up with a list of 25 names.

Each afternoon after school, Helen visits one or more of the businesses on her list. This is her interview with Ms. Barbara Brewster, at the Pampered Pet Shoppe.



Dog Groomer

Washes dogs with perfumed soap or shampoo, using hand brush, until animals are clean and no longer smell. Controls bath water temperature. Dries animals with towels and/or electric drier. Trims and shapes hair and toenails. Cleans kennels. May schedule appointments. May pick-up and deliver pets. May collect fees.

Helen and Ms. Brewster



MS. BREWSTER: Can I help you, dear?

HELEN: Hello. My name is Helen Chen. I was wondering if you needed any help in your grooming business. I am — .

MS. BREWSTER: Just a minute, dear. Let me take care of this man first. *(She waits on customer.)*

MS. BREWSTER: Now what were you saying, dear? You're looking for a job?

HELEN: Yes, ma'am. I want to get a job taking care of dogs. You have this grooming service, and I thought you might need help.

MS. BREWSTER: Do you know anything about grooming?

HELEN: Yes, ma'am. We used to have a beautiful Pekinese.

HELEN: Did you groom the dog yourself?

HELEN: You mean cutting its hair and all, shaping it? Not all the time. I mean, we took it every once in a while to be groomed. But I did a little in-between times.

MS. BREWSTER: You never worked with animals though, is that it? You don't have any experience at the job?

HELEN: No. But I'm sure I could learn how to do everything quickly. I love animals. I could help you here in the store, too.



MS. BREWSTER: Have you ever worked at all before? And by the way, how old are you?

HELEN: I'm 17, ma'am. . . . I've had baby-sitting jobs. And I've taken care of people's pets for them, too. I've taken care of my neighbor's pets when they go away. I've worked on the telephones at school, too.

MS. BREWSTER: You look kind of small to handle some of the big dogs we do here. I don't know. I could use another groomer. *(Laughs.)* I just wish you had the experience. Do you know how to drive a car?

HELEN: No, ma'am. But I've been meaning to learn. My father says I can get a permit when I'm 18.





MS. BREWSTER: People who work here have to drive. We do a lot of pick-up and delivery in the grooming service. You never worked in a store before, huh? Never waited on the public?

HELEN: No. But I know I could do it. I'm good at arithmetic. And I get along well with people. I think I would like working in this store. It's the nicest pet shop I've ever seen.

MS. BREWSTER: Thank you, dear. . . . How do you feel about cleaning?

HELEN: Oh, I always help my mother at home. I like to dust and clean.

MS. BREWSTER: *(Laughs.)* That's not exactly the type of cleaning I meant. We have our grooming room behind the store. It gets pretty dirty after we have been bathing and grooming dogs all day. And back behind that are our kennels. Can you see yourself cleaning out the kennels?



HELEN: Well . . . uh. I didn't really think about that. But . . . I suppose I could get used to it.

MS. BREWSTER: Look, dear . . . What was your name again?

HELEN: Helen Chen.

MS. BREWSTER: Well, look, Helen. I have to take care of some customers. Do you have a resume or something? No? Well, write down your name and telephone number. I'll think about it and let you know.

HELEN: Thank you, ma'am. Thank you very much. I do hope that you will give me a chance. I know I could learn to do everything. Would it be all right if I stop by again in a few days? I'm going to ask my father if I can learn to drive right away. Maybe you will have more time to talk to me another time.

THINK TANK

Memory Check

Fill in the missing words.

- Helen would like to work with _____.
- She used her _____ to find places that might have jobs.
- She made a list of pet shops, kennels, and _____.
- Helen has some experience taking care of other people's _____.
- Ms. Brewster needs someone who can _____.
- Helen has never worked in a _____.
- As a dog groomer, Helen might wash dogs and _____ and _____ their hair and nails.

Decision Time

Fill in the rating form. Then answer the questions below.

- What did Helen do right?

- What did Helen do wrong?

- If you were Ms. Brewster would you hire Helen?
☐ Yes ☐ No

Puzzler

Unscramble the letters to find 12 words. The words have to do with the work of dog groomers.

Clues

- Needs to be washed and cut
- Gets things clean
- Wet stuff
- Dries things fast
- Also for drying
- Place where dogs are kept
- Removes tangles from hair
- Place for washing
- What Helen wants to work with
- Part of a foot or paw that often needs trimming
- Cuts and trims
- How warm something is, measured in degrees

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		
Personality		
Interview Skills		
Motivation		0-65
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Scrambled Letters

- irha
- aspo
- earwt
- deirr, ...
- twsoel
- eklnen
- sbeshru
- ubhbtat
- miaanls
- stalenio
- picplres
- ptmereaertu

INTERVIEW THIRTEEN

Hotel Bellhop

Jack Birdsong got the idea of working in a hotel while he was watching an old movie on television. The thought had entered his head once before. It was in his career education class in school. But they were covering so many jobs that he forgot about it.

Jack thought he would like hotel work because it involved meeting many different kinds of people. It must be exciting, he thought, people coming and going all the time.

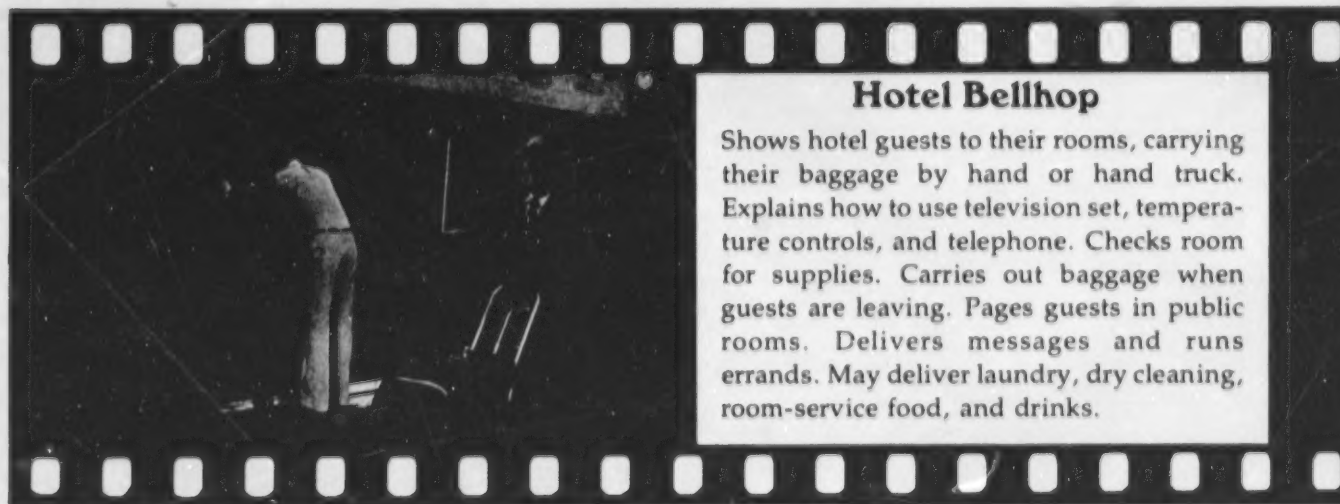
The next day at school, Jack went to see the career counselor. She gave him a little book that described all of the things hotel workers do. She told him she thought she could place him in a hotel job in Bigtown.

Jack read the book carefully. He decided that almost any job in a hotel would suit him. But if he could, he would like to be a bellhop. That way, he could meet the new guests. And he liked the idea of tips and wearing a uniform, too. "It's a good career field," he told his parents. "There will always be hotel jobs in Bigtown."

The career counselor got Jack interview appointments at three of Bigtown's hotels.



One was the largest hotel in town. Another was a small hotel for old people. And the third was a hotel out near Bigtown Airport. Jack is going to be interviewed now at the big hotel, the Ritz-Ambassador, by Mr. Schmidt, the personnel manager.



Hotel Bellhop

Shows hotel guests to their rooms, carrying their baggage by hand or hand truck. Explains how to use television set, temperature controls, and telephone. Checks room for supplies. Carries out baggage when guests are leaving. Pages guests in public rooms. Delivers messages and runs errands. May deliver laundry, dry cleaning, room-service food, and drinks.

Jack & Mr. Schmidt



MR. SCHMIDT: Are you all here to see about working in the hotel?

JACK: No, Mr. Schmidt. Just me. These are my friends. We are going to the movies later.

MR. SCHMIDT: Then you are the boy Mrs. Katz telephoned me about.

JACK: That's right, sir. I'm Jack Birdsong.

MR. SCHMIDT: All right. Why don't you other boys wait for your friend in the lobby. He won't be very long.

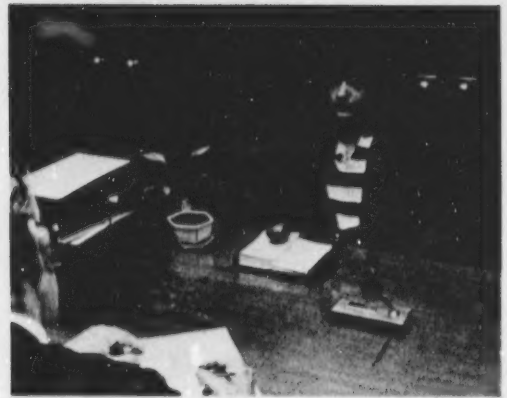
(Mr. Schmidt takes Jack to his office. They both sit down.)

JACK: This is a really neat place, this hotel. It's bigger than I thought it would be.

MR. SCHMIDT: It is the largest hotel in Bigtown. Let me get a little information here. Mrs. Katz told me that you are 18 and that you will be graduating from Franklin High in June. Do you have a Social Security card?

JACK: Yes, I do, Mr. Schmidt. I have a driver's license too.

MR. SCHMIDT: Fine. What is your home address and telephone number?



JACK: The address is 2980 Bigelow. And the telephone number is 832-2233. Do you want my Social Security number?

MR. SCHMIDT: No. Not now. If things work out, you can fill out an application form later. . . . Why don't you tell me something about yourself?

JACK: All right. Let's see, you know I'm at Franklin High. I'm in the school marching band — I carry the state flag in the color guard. And I'm on the wrestling team too.

MR. SCHMIDT: The wrestling team? I used to wrestle myself. What class are you in, 120-pound?

JACK: That's right! I started out at 100. But I grew a lot when I was 16. What class did you wrestle in?

MR. SCHMIDT: I was in the 145-pound class at State. But I wrestled in your weight for a while in high school. . . . Jack, have you ever had a job before?





JACK: No, sir. I've tried to find part-time jobs and summer jobs. But I could never get one. There are always so many kids in Bigtown looking for jobs. Oh — I have helped out on my uncle's truck from time to time. He has a little moving business with a pickup.

MR. SCHMIDT: What do you know about hotel work, Jack?

JACK: I only know about it from books really. And from what I've seen in the movies and on television.

MR. SCHMIDT: From what you saw on the way in, do you think you would like working in a big hotel like this?

JACK: Yes, I think so, Mr. Schmidt. There seems to be a lot going on.

MR. SCHMIDT: There usually is. But we have an even heavier schedule this week. The Owls are meeting here . . . How would you say that you get along with people, Jack?

JACK: Oh, pretty good, I think. I never had any trouble at school much. . . . Oh sometimes I get bothered when someone makes some silly Indian joke. Calling me Chief or Tonto or something. But I get along all right.

MR. SCHMIDT: And I understand that you would like to be a bellhop. Is that right?

JACK: Yes, sir. I think I would like that best. But I would not mind some of the other jobs either. I mean, I just think I would be



better as a bellhop. Are the bellhops the guys in the green uniforms near the front door?

MR. SCHMIDT: Some of them are bellhops. The fellows in the short jackets. There are also parking attendants. Do you think you could be a parking attendant, Jack?

JACK: Well . . . yes. I could do that. . . . I never thought about it before.

MR. SCHMIDT: Good. Now let me tell you about the things we look for in employees of the Ritz-Ambassador.



THINK TANK

Memory Check

Circle the T if true.

Circle the F if false.

1. Jack likes the idea of meeting many different kinds of people.
T F
2. His career counselor at school gave him a book about hotel work. T F
3. Jack learned everything else he knows about hotels from his uncle. T F
4. He only wants a summer job. T F
5. Jack came to the interview alone. T F
6. He has some experience picking up and moving things.
T F
7. The only thing that bellhops do is carry people's bags to their rooms. T F

Decision Time

Fill in the rating form. Then answer the questions below.

1. What did Jack do right?

2. What did Jack do wrong?

3. If you were Mr. Schmidt would you hire Jack?

☐ Yes ☐ No

Puzzler

Pretend that you are a bellhop in a large hotel. Take Mr. and Mrs. Cruz to their room. The room number is 929.

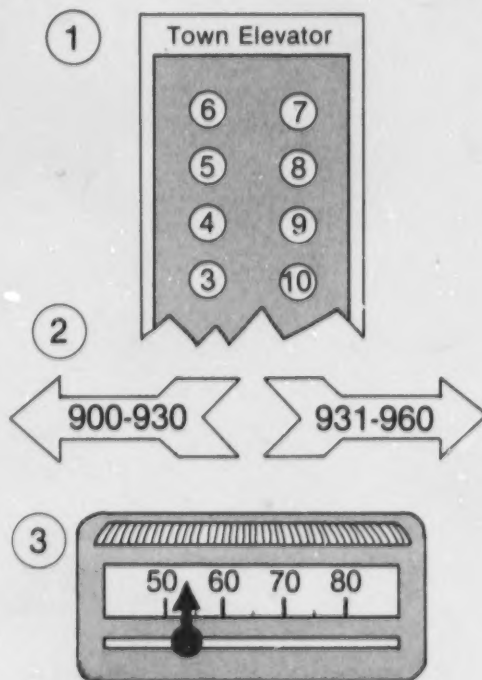
1. Mark an X on the elevator button you should push.
2. Mark an X on the arrow that shows which hallway you should take.
3. Mark an X on the temperature you should set on a chilly, rainy day. (Think of the guest's comfort and of the need to not waste energy.)

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		
Eye and Body Control		66-130
Attitude		FAIR
Personality		
Interview Skills		
Motivation		0-65
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Bellhopping



INTERVIEW FOURTEEN

Parking-enforcement Officer

Dianne Murfey was angry. "There just *are* no interesting jobs for women," she said to her father. "I don't want to sit around in an office. And I don't want to be a waitress or a store clerk. All of the good jobs go to men, no matter what the law says."

Dianne is 21 years old. She thinks that she is just as able as any of the men she sees doing work she would like to do. And what she really wants to be is a police officer. Her uncle Melvin is a policeman, and she does not think he is any great shakes. Dianne taught *him* how to ride a motorcycle.

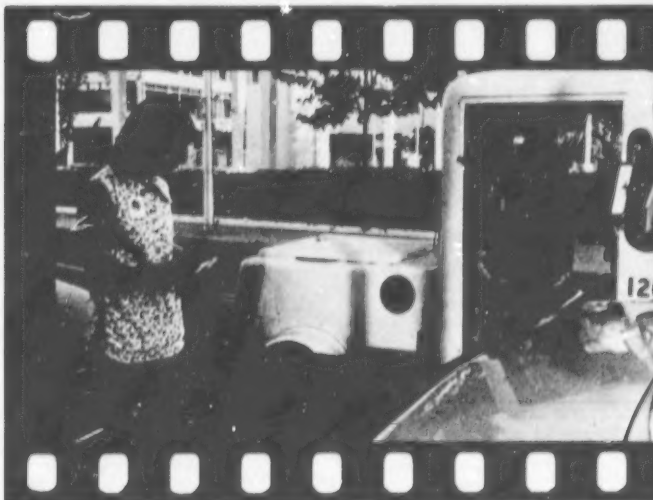
The problem for Dianne has been Bigtown's tough physical test for police officers. She has not been able to pass it. And she believes the test is set up to keep women out.

"Dianne," said her father, "things are changing pretty fast. There are a lot more jobs opening up for girls like you. I read in the paper this morning that the city has to hire women for parking enforcement. Seems some woman was going to sue them if they didn't. Why don't you go down to City Hall and see what is happening?"

Dianne was the first person inside the Civil



Service Commission office the next morning. The clerk didn't want to give her an application form. But Dianne held her ground. She filled out the form and turned it in. A month later, written tests were given. Dianne passed the test. She is now being interviewed by Captain Ollie Munson.



Parking-enforcement Officer

Patrols an area, such as a public parking lot or a section of a city, to give tickets to vehicles for overtime or illegal parking. Winds parking meters. May mark tires of vehicles parked at places without meters, record time, and return later. Tickets those cars parked overtime. Turns in ticket book to supervisor at end of day. May collect money from meters.

Dianne & Captain Munson



CAPT. MUNSON: But you have been working all the time since you graduated from high school?

DIANNE: Yes, Captain Munson. I've been working steady. But I never could get the kind of job I wanted. I've been doing things like being a waitress and clerking in stores.

CAPT. MUNSON: You told me you had wanted to be a police officer. Would you be happy to be working as a parking-enforcement officer? It's quite a different job.

DIANNE: I know. And to be honest, I'm still angry about your physical test. It is not



fair. You just want to keep women out. I still want to be a police officer.

CAPT. MUNSON: Well, Miss Murfey, I didn't make up the test. But I know that the Bigtown Police Department is not trying to prevent women from becoming police officers.

DIANNE: Sure. Then how come you're just getting around to hiring meter maids?

CAPT. MUNSON: Miss Murfey, I don't make the rules. That's up to the City Council. Now why don't you tell me something about yourself. Why do you want to be a meter maid?

DIANNE: Why do I want to be a meter maid? Huh! I want a job that pays me a good salary, that's why. And I want to work outside, too. I told you that I can ride a motorcycle. Better than a lot of your men.

CAPT. MUNSON: I see. And by the way, parking-enforcement officers use three-wheeled vehicles. . . . What other qualifications would you say you have for the job?

DIANNE: Qualifications! You got them right there. I passed the test. I'm over 21. You got a physical test for this job too?

CAPT. MUNSON: No, Miss Murfey, no physical test. You will have to see our doctor, of course. But our applicants need only be in good health — good hearing, good eyes, and all that. What I meant was, why do you think you would make a good meter maid?

DIANNE: Well, first of all, I can handle myself. I know a little Kung-fu. No one is going to mess around with me.

CAPT. MUNSON: That sort of thing won't be necessary on this job, Miss Murfey. All that is involved is parking tickets. Any problems must be handled by police officers.

DIANNE: Oh yeah, sure. A woman is not good enough, huh?

CAPT. MUNSON: No, Miss Murfey, that's not it at all. It's just that parking-

enforcement officers must be very careful how they treat the public. You're not handling dangerous people, just people who have broken the parking laws. It calls for tact.

DIANNE: How many people are you planning to hire for this parking-enforcement work? How many are going to be women?

CAPT. MUNSON: We are hiring three more officers. I can't say at this time how many will be women. We can not discriminate that way.

DIANNE: *(Laughs.)* That's a good one.

CAPT. MUNSON: Tell me about yourself personally, Miss Murfey. Are you planning to get married?

DIANNE: Now what kind of question is that? What does that have to do with being a meter maid? . . . You asking the men questions like that?

CAPT. MUNSON: Yes, Miss Murfey, I am. But if you don't care to answer . . .

DIANNE: Oh, who cares! No, I'm not planning to get married. Anything else you want to know about my private life?

CAPT. MUNSON: No. I think I've heard enough. The department will make a complete check on you later if you get the appointment.

DIANNE: That's fine with me. Now maybe you will tell me more about this job. Do we get the same benefits as police officers? How about sick leave? Can I make arrests? . . .



THINK TANK

Memory Check

Circle the correct words.

1. Dianne taught her uncle how to:
 - a) type a letter
 - b) ride a motorcycle
 - c) do Kung-fu
2. She would really like to be a:
 - a) waitress
 - b) parking-enforcement officer
 - c) police officer
3. Dianne's problem is that she couldn't pass the:
 - a) written test
 - b) the physical exam
 - c) the driving test
4. Captain Munson said he doesn't:
 - a) write the tickets
 - b) mark the tests
 - c) make the rules

Decision Time

Fill in the rating form. Then answer the questions below.

1. What did Dianne do right?

2. What did Dianne do wrong?

3. If you were Capt. Munson would you hire Dianne?

☐ Yes ☐ No

Puzzler

Across

1. Three-wheeled _____
5. Post Office (abbr.)
6. To look for facts
7. Army Reserve (abbr.)
9. Rural Delivery (abbr.)
10. Ed M. Link (initials)
12. Give it to ____ !
13. Parking _____
14. North East (abbr.)
15. To guard or check an area

Down

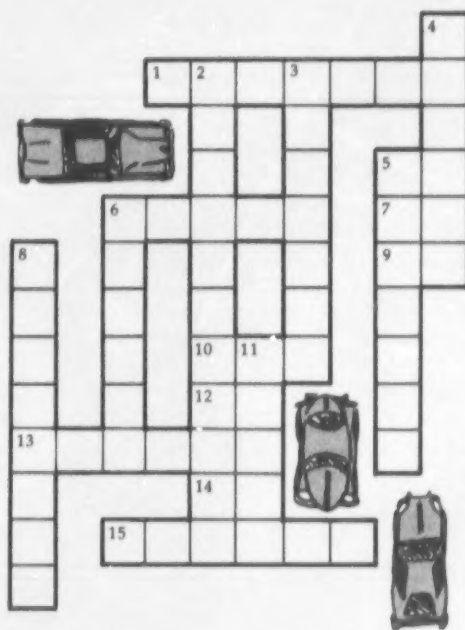
2. Parking- _____ officer
3. Unlawful
4. To write down; to keep track of
5. No _____
6. Open to everyone
8. Too long; past time allowed
11. Put money in the _____

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		131-180
Manners		GOOD
Language		66-130
Eye and Body Control		FAIR
Attitude		0-65
Personality		POOR
Interview Skills		
Motivation		
Preparation		
Qualifications		
Potential		
TOTAL		

Parking Crossword



Airplane Cleaner

Mike Graziano lives near Bigtown Airport. He was just finishing high school and he wanted to get a job. Since he was living so close to the airport, he thought he should work there.

Mike got job application forms from ten different airline companies. He filled them out and sent them back to the companies. Two weeks later, he got a letter from Central American Airways. It said they would be interviewing for an opening they expected soon for an airplane cleaner. He was asked to come in to their personnel office at Bigtown Airport at 1 PM on the 14th of June or call for a different appointment time. He was to see Mr. Arthur Diaz.

Mike knew his way around Bigtown Airport pretty well. He had been there many times to watch the planes take off and land. And many of his neighbors worked there. So he had a good idea of what an airplane cleaner did. He thought he had the job in the bag. He was already telling his friends he was going to work for CAA.

Mike thought he would get a jump on the other applicants for the job. He got dressed



up in his best clothes and went to the CAA office on June 7. "When they see what I'm like," he said to himself, "they will hire me on the spot."

Mike found the front office of CAA empty when he got there. So he just walked past the receptionist's desk and looked for the office of Mr. Diaz. He found it and walked right in.



Airplane Cleaner

Cleans insides of airplanes, including rest rooms, kitchens, and windows. Uses broom, cloth, mop, vacuum cleaner, and whisk broom. Takes away refuse. Turns in lost items. May spray air freshener or fumigate to kill germs or insects.

Mike & Mr. Diaz



MIKE: Hello there! I'm Mike Graziano. You must be Mr. Diaz.

MR. DIAZ: That's right. What is it you want?

MIKE: You sent me a letter telling me to come in for an interview. Remember? Mike Graziano. It's for the airplane cleaner's job.

MR. DIAZ: Yes, I seem to . . . But wait a minute. Didn't you get the days wrong or something? I seem to remember —

MIKE: Well look, Mr. Diaz, it's this way. I was down here today on business. Another



job interview, you know. So I thought I would come in and see you today. Why? Are you busy?

MR. DIAZ: No, not really. Let me get your application form.

MR. DIAZ: Yes, Michael T. Graziano. But you were supposed to come in June 14. Next week . . . Well, as long as it's gone this far . . .

MIKE: I thought you would say that. Say, when does this job start? I'll be out of school next week.

MR. DIAZ: In a few weeks, a few weeks. Do you know what an airplane cleaner does?

MIKE: Oh, sure. They are the guys who clean the planes. I hear it's a snap. Say, how long do you have to be with CAA before you can take free trips?

MR. DIAZ: They are not completely free, Mike. And you have to be with the line for a year. Mike, tell me about yourself.

MIKE: Sure, Art. What do you want to know?

MR. DIAZ: Just tell me what kind of person you are. What sort of things you have done so far.

MIKE: Everyone tells me I'm great! (Laughs.) Just joking, Art. Oh, in school I've done pretty well. I'm on the swimming team. And I like to play the guitar. I wanted to be a





rock star when I was a kid. *(Laughs.)* I live with my mother and stepfather. But I want to get a place of my own as soon as I get a job. You know how it goes, Art, living at home. You live down here or in Bigtown?

MR. DIAZ: I live not too far from here. Mike, what could you say to me that would make me believe you would be a good worker?

MIKE: *(Laughs.)* That's a good one! Let me think a minute. . . . Say, I don't know. I guess I would have to say try me and see what happens. I know I could do a good job — a great job! Because I'm a great guy! *(Laughs.)*

MR. DIAZ: How is it that you have had no part-time jobs or summer jobs?

MIKE: It's this way, Art. Until now, I didn't need a job. Now I need the money. How much does this job pay, by the way. I have to make at least four dollars an hour to make it. I figured that out.

MR. DIAZ: This position starts at \$4.25 an hour. The work week is 37½ hours. There are certain benefits, such as health in—

MIKE: How about overtime? You pay time-and-a-half?

MR. DIAZ: Yes, there is time-and-a-half for overtime. And, as I was saying, we have employer-paid health—

MIKE: I don't care about that stuff, Art. What are the hours? I mean, when would I go on and get off. I would like to work at night if I could. That way, I don't have to run into my stepfather that much. *(Laughs.)* If you know what I mean.

MR. DIAZ: I couldn't tell you that, Mike. The work schedule is planned by the crew supervisor. I suppose they would put a new man on when he was needed most. That could be any shift. Or it could mean changing from shift to shift.

MIKE: Well, I suppose I can work that out with the supervisor. You have anything else you want to ask me about? Say, do you give an airplane-cleaning test or anything like that? *(Laughs.)* If not, when do you want me to start? *(Laughs.)*



THINK TANK

Memory Check

Fill in the missing words.

1. Mike lives near the _____.
2. He got application forms from ten _____.
3. Mike went for his interview at CAA one _____ early.
4. Mike found out about airplane cleaning and other airport jobs from his _____.
5. He has never had any _____ or _____ jobs.
6. Mike wants a job now because he wants to get _____.
7. He doesn't care about things like _____.
8. During the interview, Mike _____ and joked a lot.

Decision Time

Fill in the rating form. Then answer the questions below.

1. What did Mike do right?

2. What did Mike do wrong?

3. If you were Mr. Diaz, would you hire Mike?
☐ Yes ☐ No

Puzzler

Mike knew his way around the airport pretty well. Use the map below to see how well you can get to know one part of Bigtown Airport.

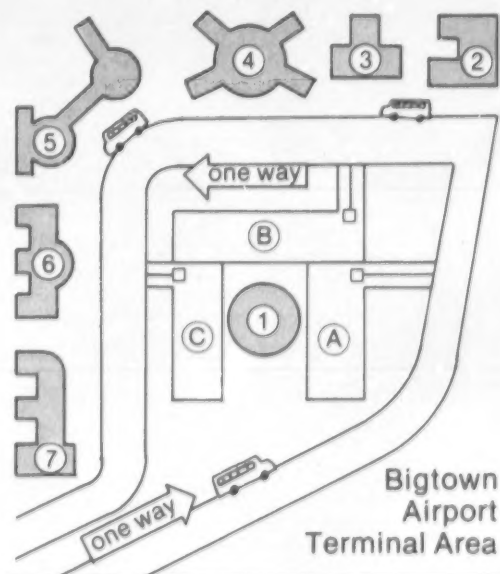
1. The map shows only the _____ area of the airport.
2. Letters on the map stand for _____.
3. Numbers stand for _____.
4. Bus stops are shown with a drawing of a _____.
5. The control tower is in building number _____.
6. To visit Silver Wing Airlines, park in lot _____.
7. If you are taking the bus to Central American Airlines, get off at building _____.

INTERVIEW RATING FORM

SCORING: Very Good = 15, Good = 10,
Fair = 5, Poor = 0

ITEM	SCORE	SCALE
Grooming		181-195
Clothes		VERY GOOD
Posture		
Manners		
Language		GOOD
Eye and Body Control		
Attitude		
Personality		FAIR
Interview Skills		
Motivation		
Preparation		POOR
Qualifications		
Potential		
TOTAL		

Map Quiz



- Bigtown Airport Terminal Area
- Bus Stops
- A, B, C. Parking Lots
1. Control Tower 4. Skyway Airlines
2. Airport Police 5. Central American
3. Airport Offices 6. Happy Landing
7. Silver Wing

Interview Skills Test

You can learn many things through the experiences of others. By observing the interviews in this book, you have learned the things that you should and should not do on job interviews. But this is only part of the job interview experience. It is just the first step in developing your own job interview skills. It is one thing to tell someone else what he or she is doing right or wrong. It is quite another thing to do it yourself.

As the next step in developing your job interview skills, you are going to be interviewed for a job yourself. The job is with the Bigmouth Company, a fast-food company with restaurants all over the country. They are looking for young people to work as counter workers and cooks. This is the ad that they placed in the help-wanted section of your newspaper.

OPPORTUNITY KNOCKS!

Here is your chance to join America's fastest-growing restaurant company. We want hard-working men and women 18-25 to grow with us! Now hiring counter workers and cooks for the newest Bigmouth FUN Food Center. No experience necessary. Write and tell us about yourself.

Bigmouth Company, P.O. Box 1111
An Equal Opportunity Employer



You have answered the ad with a letter. A few days later, you were called by a woman in the Personnel Department of the Bigmouth Company. She told you to come in for an interview with Mr. Allen. You are there now, five minutes early for your appointment.



Interview Skills Test

This is a Bigmouth FUN Food Center. It is open from 9 in the morning until 12 at night. But some of the restaurants are open 24 hours a day. There are now 11 such restaurants in your area, all opened in the last five years. Most of the employees work full time. But there are also many part-time employees.

You and Mr. Allen



SECRETARY: What can I do for you, dear?

YOU: _____

SECRETARY: Which job are you applying for?

YOU: _____

SECRETARY: All right. Take this application form and fill it out. You have a pen?

YOU: _____

SECRETARY: Mr. Allen will see you now.

YOU: _____

MR. ALLEN: Hello. My name is Bernie Allen. Did you complete your application form?



YOU: _____

MR. ALLEN: Let me have it. Take a seat.

YOU: _____

MR. ALLEN: What subjects have you taken in high school? What did you do best in?

YOU: _____

MR. ALLEN: Think you would be any good at making change? Figuring out checks?

YOU: _____

MR. ALLEN: Tell me about your work experience.

YOU: _____

MR. ALLEN: Did you ever have any trouble on the job?



YOU: _____

MR. ALLEN: Would you say that you get along well with people?

YOU: _____

MR. ALLEN: Do you ever do any of the cooking at home?

YOU: _____

MR. ALLEN: Is there anything you want to add about your health and physical condition? You will need a health certificate for the job.

YOU: _____

MR. ALLEN: How about you and the law? Ever been in any trouble?

YOU: _____

MR. ALLEN: Well, working around money, you would have to be bonded. Is it all right if we call your references?

YOU: _____



MR. ALLEN: Well, then, let me tell you about the jobs we have open. The pay is the same for both of them, \$2.50 an hour. You either train for counter work or cooking. Counter worker takes orders and passes them on to the cook. The cook follows our company directions each time in preparing the food products. Then he passes them on to the counter worker. The counter worker delivers them to the customer and gets paid for it. Then the counter worker rings up the sale on the cash register. Simple, huh?



YOU: _____

MR. ALLEN: There is a week of school at one of our restaurants. Then you go on the job on the day shift. Later, you can be put on different shifts. It's a 40-hour week. Any questions?

YOU: _____

MR. ALLEN: The new restaurant is at the Megaburg Shopping Center. What kind of transportation would you be using? You have a driver's license?

YOU: _____

MR. ALLEN: You have any more questions about anything?

YOU: _____

MR. ALLEN: We have a little book about that. Here is a copy. It's called Welcome to Bigmouth. Now let me ask you something. Why should we hire you?

YOU: _____

MR. ALLEN: Well, I guess that covers everything. If we decide we want you, we will give you an aptitude test.

YOU: _____

MR. ALLEN: Thank you for coming in. We will be letting you know.

YOU: _____



Teacher's Manual

Janus Job Interview Guide

By Arnold Livingstone

Overview	1
Teaching Suggestions	1
Comments on the Interviews	2
Answer Key	4

OVERVIEW

The purpose of the *Janus Job Interview Guide* is to help young job seekers prepare for the job interview process. The book is geared, moreover, to the requirements of special-needs students. The average reading level (vocabulary and sentence length) is grade 2.6, as estimated through application of the Spache Readability Formula.*

The first three chapters of the *Janus Job Interview Guide* explain the nature of the personal job interview, the steps to be followed in preparing for a job interview, and the *do's* and *don't's* of the interview itself. These chapters are followed by directions on how to use the rest of the book.

The emphasis throughout the *Job Interview Guide* is on entry-level jobs that are attainable with a low level of educational preparation. There is one job interview for each of the fifteen occupational clusters defined by the United States Office of Education. The breakdown is as follows:

Job Title and Clusters

1. Clerk-typist, *Business and Office*
2. Cannery worker, *Agribusiness and Natural Resources*
3. Supermarket Clerk, *Marketing and Distribution*
4. Dining Room Attendant, *Consumer and Homemaking*
5. Electronics Assembler, *Manufacturing*
6. Fish Wholesaler's Assistant, *Marine Sciences*
7. Hospital Attendant, *Health*
8. Paste-up Assistant, *Communications and Media*
9. Paving Construction Worker, *Construction*
10. Potter's Apprentice, *Fine Arts and Humanities*
11. Forestry Worker, *Environmental*
12. Dog Groomer, *Personal Services*
13. Hotel Bellhop, *Hospitality and Recreation*
14. Parking-enforcement Officer, *Public Service*
15. Airplane Cleaner, *Transportation*

One of the occupational clusters (*Consumer and Homemaking*) is repeated in the Interview Skills Test.

Following each interview is a page of exercises. Here, students check their factual comprehension of the reading and analyze what they have read and observed in the interview. They then rate the job applicant accordingly. A puzzle on each exercise page helps enrich and extend the student's learning.

TEACHING SUGGESTIONS

Pages 6-7 What To Expect

After discussing the main ideas of these pages, volunteers might hold mock interviews for specific jobs. Choose jobs that are readily familiar to the students, such as fry cook or service station attendant. The purpose of these early mock interviews is to help students discover the kinds of difficulties that may be encountered in a job interview.

Pages 8-10 Being Prepared

You might ask students to bring in pictures from magazines that illustrate what they believe to be good grooming and proper attire for job interviews. Try to have on hand some pictures of your own that show what most employers consider to be suitable dress and grooming. Have students discuss the similarities and differences between their concept of proper grooming and dress and that which you believe to be acceptable to local employers.

Pages 11-15 Minding Your Manners

Students might benefit greatly if, through discussion, they could come to understand the *why* of the 20 *do's* and *don't's* listed on these pages.

Page 16 Directions

Of particular importance on this page are the directions for use of the photos on the dialogue pages and

George D. Spache, *Good Reading for Poor Readers*, rev. 9th ed., Champaign, Ill.: Garrard Publishing Co., 1974, pp. 195-207

for filling out the rating form on each of the exercise pages.

Follow-up Activities

1. Have students write their own interview dialogues. They might start with jobs described in the book and proceed to other jobs for which they have done some research.
2. Have students perform mock interviews—noting how much they have improved since those beginning shaky ones at the start of their study. If audio and/or video tape recorders are available, they can be very useful in helping students to evaluate themselves. Help to load these mock interviews with the kind of unexpected interruptions and potentially embarrassing questions that might be encountered in an actual interview.
3. Invite an accomplished interviewer from some local company or institution to talk to the class and to conduct some mock interviews.

COMMENTS ON THE INTERVIEWS

Students should be made aware of the fact that many of the interview situations do not constitute complete interviews. The intent has been to portray the most critical segments of these interviews. You may wish to encourage students to speculate on what could have taken place during the other parts of these interviews.

The purpose of the interviews is to dramatize the positive and negative things about job applicants in a variety of interview situations. Naturally, there is more emphasis on negative aspects, for these are the faults to be corrected. The students are to discover these things themselves through careful examination of the photographs and thoughtful consideration of the background information and dialogue. At various stages, however, depending on individual capabilities, you may have to call attention to things that are happening or guide judgments in a positive direction. The comments that follow are provided for this purpose.

You and your students will no doubt find other points to discuss, and opinions may differ from the author's own. After all, one of the things to be learned about the job interview process is that personal opinions and judgments have a great deal to do with whether or not an interview succeeds in its purpose—getting the job.

Interview 1: Clerk-typist. This interview starts on a sour note because Catherine is late, but that is just one indication of her lack of preparation for the interview. Catherine should have decided whether she would hold out for a job downtown near her friends or take any job she can get. She should also learn to take the blandishments of employment agency people with a large grain of salt. Perhaps most importantly, Catherine had better get to work on improving her typing skill. All of these things are probably affecting her attitude, which is very negative—about lunch hours, her office skills, the typewriter, the office and its location, and the salary. Her general behavior—moving about, not paying at-

tention, and fidgeting—also leaves a lot to be desired. To top it all off, Catherine has clearly signaled the interviewer that she has been repeatedly rejected by other interviewers.

Interview 2: Cannery Worker. Fred comes off very well in most rating categories. Even in manners, he slips up only in offering his hand first to the interviewer. But he is weak in the areas of motivation, preparation, and interview skills. Fred should be more interested in the kind of work he will be doing and in its future. He has had ample time and opportunity to find out what kinds of jobs exist in a cannery; he should be more specific about the job he wants. Moreover, with his background, he should be able to discuss cannery operations with the interviewer, at least to ask pertinent questions. Fred handled the problem of his injured hand well, but he made the common mistake of giving his personal history rather than his relevant school and work background and his goals when asked "Tell me about yourself." Since the interviewer seems to be interested in him, Fred should have made a stronger closing of the interview.

Interview 3: Supermarket Clerk. Don't arrive too early for an interview is the message here. Waiting, talking to another applicant, and seeing the competition has taken away José's self-assurance. He has become nervous and overanxious—rushing up to shake hands before the interviewer offers his hand. He is negative about his educational background, he needlessly casts his work experience in a bad light, and he makes thoughtless comments about his transportation problem. Finally, he tries to enlist the sympathies of the interviewer, pleading for charity instead of demonstrating his qualifications and potential.

Interview 4: Dining Room Attendant. Chip is a loser all the way. His appearance, manners, and posture make him an unlikely candidate for work in a restaurant. His inadvertent admission that other employers have found him wanting ices the cake. Chip breaks all the interview rules—he smokes, asks the wrong questions, and shows a flippant and arrogant attitude and a lack of motivation. The cherry on the cake is asking for time off before he even gets a job offer.

Interview 5: Electronics Assembler. Evelyn should know by now that when you answer a help-wanted ad in person you should be prepared to complete a job application form, take tests, and be interviewed. There is no excuse for her appearance, for bringing her child with her, for not having her application form information with her, and for her behavior in the reception area, during the test, and in her interview.

Interview 6: Fish Wholesaler's Assistant. Ted scores high in every category, although he is a little overdressed for the kind of job he is seeking. It would look better, too, if he had letters of recommendation

from his former employers. This interview is designed to show how a job applicant might respond to remarks of a racial or ethnic nature when they are made in a spirit of good will. Is there real prejudice behind the interviewers' remarks? Where should an applicant draw the line in cases like this? Another point here is that a good salesperson with the right attitude can often make a job opening for himself or herself.

Interview 7: Hospital Attendant. In everything except his qualifications for the job educationally, Pete scores low. Not only is he improperly dressed, he exhibits bad manners—doesn't sit down when told, picks his teeth, keeps his hat on, puts his hand on the desk, makes a snide comment on the interviewer's age, and is generally rude. He is arrogant and overbearing, trying to control the interview. His personality, posture, and language are aggressive and offensive. His motivation is purely selfish. Being in a training course and having a friend who is a nurse's aide, Pete ought to know better. He has had ample time to prepare himself for hospital working conditions, but he isn't showing it. He is trying to lay down conditions that are unacceptable, and he is making no attempt to answer the interviewer's legitimate questions.

Interview 8: Paste-up Assistant. Betty seems to be unrealistic in her job goals, considering her performance on this job interview. She had indicated in her letter of application some potential and a strong desire to be trained as a paste-up assistant, but she has destroyed this impression during the interview. She is casual or negative concerning her background, interest, and abilities; and she acts unresponsive, unwilling to cooperate, and unable to follow instructions. She has eliminated herself from consideration for the job. Note her overpowering shyness, wandering attention, and poor language (uh-huh and uh-huh).

Interview 9: Paving Construction Worker. Pat makes no misuses. The purpose of this interview is to demonstrate how to handle the problem of a bad record. Point out that Pat seems to have gained Mr. Smathers' respect by the time the interview had ended; Mr. Smathers calls him "Mr." McConnigle for the first time.

Interview 10: Potter's Apprentice. This interview illustrates several points of importance to job seekers. First, try to find work that interests you and for which you feel some aptitude. Second, having a job can broaden your opportunities for finding the "right" job. Third, personality and salesmanship are important in getting a job. Billy would be more convincing in his motivation to learn the potter's art if he had continued his creative activities after he finished high school. He might make a better impression on the interviewer if he didn't stand so close to him while talking, handle things in the studio without permission, and disparage his other employers; he acts immature.

Interview 11: Forestry Worker. Henry makes only a few mistakes, but they could be costly. He dwells on his past when the interviewer would rather forget it. He shows too great an interest in his old friends from the camp. Most seriously, he has scheduled his interviews too closely together.

Interview 12: Dog Groomer. Helen *almost* has it all together. Her problem is that she has not made a thorough preparation for the interview. She should have found out more about the tasks of a dog groomer before the interview. She should get some experience grooming dogs—perhaps a free service to her neighbors—and learn how to drive a car. What would the interviewer's response be if Helen volunteered her services free for a trial period while she is learning the job?

Interview 13: Hotel Bellhop. Jack violates the first rule of interviewing: Go alone! He is dressed too casually for the job, and he sits down before he is told to. His response to "Tell me about yourself" is incorrect, and he could have gone into a few other hotels before his interview to see what they were like. Jack scores well in all other categories, but will the interviewer think he is mature enough for the job?

Interview 14: Parking-enforcement Officer. Dianne considers herself a victim of discrimination, and that may well be the case; but her militant, aggressive attitude is not helping her any. It may, moreover, leave serious doubts in the mind of the interviewer concerning her potential for the job. Are Dianne's grooming, clothing, and body control a reflection of her attitude? How should a woman conduct herself during an interview without conforming to a sexist stereotype? Is a sense of humor an asset to a job seeker?

Interview 15: Airplane Cleaner. Mike is so overconfident that he deliberately breaks all the rules—and hasn't the faintest notion that he is making a very bad impression on the interviewer. He scores low in every category, but his attitude (arrogant and patronizing), posture and manners (sitting down without being asked, calling the interviewer by his first name and being personal), motivation, lack of eye and body control, and neglect of interview skills (arriving unannounced, directing the interview, making light of the interview, asking for special treatment)—these things put him in a class all by himself.

Interview 16: Interview Skills Test. This pencil-and-paper job interview is a transitional step between critiquing the job interviews of others and role-playing job interviews orally in group or class sessions. Students are to go through the three-page interview as if they were applying for the jobs in person, filling in the blanks with their answers and remarks as if they were making them orally. The bored interviewer following his routine with a flood of job applicants is not untypical of the people applicants will meet in their search for jobs.

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